



## JESUS COLLEGE CAMBRIDGE

### How we use your personal information

#### Jesus College Chapel Choir and Music

This statement explains how the Jesus College Choir and Music team handles and uses the data that we collect in the course of running the College choirs, their musical activities and events.

The controller for your personal data is Jesus College Cambridge CB5 8BL. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Bursar, Dr Richard Anthony, [bursar@jesus.cam.ac.uk](mailto:bursar@jesus.cam.ac.uk)

The legal basis for processing personal data is that it is necessary for you to become an adult member of the Choir and as a condition of booking events that you wish to attend.

Processing of personal data of Choristers is by parental consent. Parent or guardian details may be made available to other parents strictly by consent.

#### Choristers

We collect information about choristers to enable them to further their musical education and enable them to participate safely and happily in choir activities, including overnight travel away from home. This includes the child's full name, address, age and date of birth and any relevant allergies, medical conditions or dietary requirements.

The Director of Music and organ scholars also produce a progress report for each child, which is shared with their parent or guardian.

Choristers' records are kept while they are part of the choir and basic details of their membership of the choir and activities that they have undertaken are kept indefinitely

#### Adult choir members

We collect information about adult choir members in order to further their musical education and enable them to take full part in choir activities, including travel overseas.

A paper file on each choir member is held in the choir office, including name and contact details, voice part, Director of Studies, any relevant allergies, medical conditions or dietary requirements and passport details. Information also includes audition notes made by the Director of Music.

Records are kept while singers are part of the choir and basic details of their membership of the choir and activities that they have undertaken are kept indefinitely.

### **Choir Alumni and Patrons**

The College also keeps in touch with College members who have been in the Choir via the Development Office. This may be in connection with activities specifically related to the Choir, such as reunions. In line with other alumni data this is kept indefinitely by the Development Office.

The Choir Patrons supporters' scheme is also administered by the Development Office. Both these areas are covered by the Alumni and Supporters data protection statement.

### **Event booking**

Ticketing for concerts is via the ADC Theatre Box Office, which acts at the College's ticket agent and data processor. No personal data is exchanged between ADC and the College, but online booking requires that you set up an account or use an existing account with your name, email and payment details.

The College also organises "Be a Chorister" outreach days to facilitate chorister recruitment. Details of participants are kept for 3 years after the event in case of an application to join the choir ensues.

### **Sharing information**

Data is not shared outside the College without consent. Photographs may be taken to appear in publicity material, but do so with the explicit consent of the data subject. Sharing of images of under 18s is subject to strict conditions.

Within College, data may be processed by the Director of Music, Choir Administrator and Organ Scholars and other members of the Chapel team. The Head Porter and his staff also have access to emergency contact information.

The College also operates CCTV on site. Policy is available here:

### **Your rights**

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

