



JESUS COLLEGE CAMBRIDGE

How we use your information

Accident and incident reporting

The College is required by law to note all accidents, incidents and near misses that threaten the safety and security of members of and visitors to the College community.

The controller for your personal information 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 information, is the Bursar, Dr Richard Anthony, email: bursar@jesus.cam.ac.uk

The Head Porter is responsible for compiling these reports, which may then be copied to the Bursar, Senior Tutor or Dean of College, depending in the nature of the incident. Circulation of these reports is one a need to know basis only.

Usually the report will contain information about an identifiable individual, whether the person reporting the incident, or the person whose illness, injury or behaviour has made the report necessary.

Information may include medical details or evidence of behaviour and actions of individuals. It may also include reference to information captured on the College's CCTV system. Our CCTV policy can be viewed [here](#)

The report is retained for 3 years after the year of its compilation.

Such reports may be used as evidence in disciplinary action against a member of the College community if their behaviour has constituted sufficient threat to the safety and wellbeing of others or has breached their terms and conditions of employment.

If the incident is particularly serious then it may need to be reported outside the College for example to the Police, the Health and Safety Executive and the College's insurers.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information 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 information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>