



JESUS COLLEGE CAMBRIDGE

How we use your personal information

Old Library and Archives

This statement explains how Jesus College (“we” and “our”) handles and uses information we collect about researchers using the Old Library and Archives (“you” and “your”). In broad terms, we use your information to manage your visit to the College and facilitate your research.

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 bursar@jesus.cam.ac.uk.

The legal basis for processing your personal information is that it is necessary to support the College’s legitimate interests in managing and maintaining security of its collections. We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

A. Maintaining clear contact information for managing your visit.

We will hold your name, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you in order to facilitate your visit. This information is held during the period of your research and some may be held indefinitely (see below).

B. Keeping a record of visits to the Archives and Old Library.

We will record your name, contact details, the date of your visit, and the nature of your research, any institution that you are associated with and the materials that you have used in your research. This information is kept indefinitely.

C. Sharing information about research interests.

Where we are aware that your research interest coincide with those of another researcher we may share your details with them. This will only be done with your prior consent. Consent may be withdrawn at any time.

We also operate CCTV on our site, which will capture footage of you and your vehicle.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

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/>