

# How we use your personal information

## -- Churchill Archives Centre

This statement explains how Churchill College (“we” and “our”) handles and uses information we collect about researchers who register to use Churchill Archives Centre and donors and depositors of collections of archive material (“you” and “your”).

The controller for your personal information is Churchill College, Storeys Way, Cambridge CB3 0DS. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (12b King’s Parade, Cambridge; 01223 768745; [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk)). OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within College otherwise responsible for data protection is Hannah James, College Data Protection Lead ([information@chu.cam.ac.uk](mailto:information@chu.cam.ac.uk)), and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Tamsin James, [bursar@chu.cam.ac.uk](mailto:bursar@chu.cam.ac.uk)

### How your data is used by the College

We use your information to:

- To deliver our contractual obligations to you by providing you with access to the Archives Centre’s facilities and collections (either in our reading rooms at Churchill College or remotely via our enquiry and reprographics services).
- To fulfil legal obligations (e.g. protecting copyright)
- To maintain contact with subscribers to our e-newsletter
- To pursue our legitimate interests which include: keeping records of the use of our collections for security purposes and to inform the improvement and development of the Archives Centre’s collections and services; to maintain contact with depositors of archive material to ensure optimum standards of collection care.

### Who we share your data with

We do not share personal information with third parties without your consent. 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.

We also operate CCTV within our buildings and surrounding areas which will capture footage. Our CCTV policy can be viewed online: [www.chu.cam.ac.uk/media/uploads/files/CCTV\\_Policy\\_review\\_2018.pdf](http://www.chu.cam.ac.uk/media/uploads/files/CCTV_Policy_review_2018.pdf).

### 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 information with the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

*Last updated: 04/05/22  
Hannah James*