

## Worcester College Junior Common Room (JCR) Privacy Notice

### Our contact details

Name: JCR President

Address: Worcester College, Walton Street, Oxford. OX1 2HB

Email: [jcr.president@worc.ox.ac.uk](mailto:jcr.president@worc.ox.ac.uk)

### What type of information we have:

We currently collect and process the following information:

- Names
- Contact details
- Comments relating to you
- Records of attendance at and participation in meetings
- Images
- Financial details relating to you
- Special category data concerning health [e.g. dietary requirements; accessibility data]

### How we get data and why we have it:

Most of the personal data we process is provided to us directly by you for one of the following reasons:

- To provide facilities and services to members of Worcester College JCR
- To effectively represent the interests of members of Worcester College JCR
- To have an accurate record of JCR meetings
- To allow JCR meetings to function
- To allow for JCR elections
- To record the JCR's budget and expenditure
- To provide social events to members of Worcester College JCR
- To allow for the publication of Woosta Source

We also receive personal information indirectly, from the following sources in the following scenarios:

- We generate data about you (for example, in the minutes of JCR Meetings or in JCR papers or announcements)
- We receive a list of College members from Worcester College at the beginning of each academic year

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- We have a legitimate interest
- We have a legal obligation
- Your consent. You are able to remove your consent at any time. You can do this by contacting [jcr.secretary@worc.ox.ac.uk](mailto:jcr.secretary@worc.ox.ac.uk).

The specific basis for each type of personal data is listed in the JCR Retention Schedule.

### **Special category data**

“Special categories” of particularly sensitive personal data require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

In this instance, we are relying on:

- Substantial public interest

We use the special category data you provide (e.g. special dietary requirements; disabled access data) to make reasonable adjustments under equality legislation.

### **What we do with the information we have**

We use the information that you have given us in order:

- To provide facilities and services to members of Worcester College JCR
- To effectively represent the interests of members of Worcester College JCR
- To have an accurate record of JCR meetings
- To allow JCR meetings to function
- To allow for JCR elections
- To record the JCR’s budget and expenditure
- To provide social events to members of Worcester College JCR
- To allow for the publication of Woosta Source

We will not sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law.

### **How we store your information**

Your information is securely stored by Worcester College JCR in line with the College’s Information Security Policy (available at <https://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>).

We keep the personal data you submit in accordance with our Retention Schedule. We will then dispose of your information securely.

### **Your data protection rights**

Subject to certain conditions set out in UK data protection law, you have:

- The **right to request access** to a copy of your data, as well as to be informed of various information about how your data is being used;
- The **right to have any inaccuracies in your data corrected**, which may include the right to have any incomplete data completed;
- The **right to have your personal data erased** in certain circumstances;
- The **right to have the processing of your data suspended**, for example if you want us to establish the accuracy of the data we are processing;
- The **right to receive a copy of data you have provided to us**, and have that transmitted to another data controller;

- The **right to object to any direct marketing** (for example, email marketing of phone calls) by us, and to require us to stop such marketing;
- The **right to object to the processing of your information** if we are relying on a “legitimate interest” for the processing or where the processing is necessary for the performance of a task carried out in the public interest;
- The **right to object to any automated decision-making** about you which produces legal effect or otherwise significantly affects you;
- Where the lawful basis for processing your data is **consent**, you have the **right to withdraw your consent at any time**. When you tell us you wish to exercise your right, we will stop further processing of such data. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting the relevant JCR Committee Member.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

The JCR has a Data Protection Officer, whose contact details are: JCR Secretary, Worcester College, Walton Street, Oxford. OX1 2HB; [jcr.secretary@worc.ox.ac.uk](mailto:jcr.secretary@worc.ox.ac.uk).

Please contact the JCR Secretary if you are considering how or whether to exercise your rights.

### **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address is:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113