

	<h1>PRIVACY POLICY</h1>	Number:	
		Page:	1 of 3

## **Aim**

Corpus Christi College, Oxford University is committed to protecting and respecting your privacy. This policy (together with any other documents referred to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

The website hosted at <http://www.ccc.ox.ac.uk/> is owned and operated by Corpus Christi College.

## **Policy**

### **Information we may collect from you:**

We may collect personal information from you in the following ways:

- When you make a phone call or send an e-mail to seek information about our courses;
- Recruitment and employment;
- You have used our services of any type;
- Through our use of the Cookies on our website (please see the Cookies section below);
- Through your request for publications and other marketing materials;
- Through your request for information about our open days and related topics and events;
- Through your registration for events;
- Through your contacting us with enquiries and comments;
- Through completing our admissions process;
- Through course enrolment;
- If you have made a donation to us.

We also process data pertaining to our alumni and supporters of the college. If you wish to find out further information about what we collect and how we use Development information please see our [Privacy Notice](#) for Development and Alumni Relations.

If you take one of the steps mentioned above, we may collect and process personal information about you such as:

- Your name, address, email address and other contact information;
- Protected characteristics;
- Records of your correspondence with us, if you have contacted us;
- Any circumstantial information you voluntarily provide to us to support a mitigating circumstances application which may include but is not limited to health information such as medical evidence, supporting evidence that you are in bereavement. This information may vary depending on the nature of your mitigating circumstances ;
- Interests based on Cookies;
- Details of your visit to the website;
- Multimedia files such as photographs and video footage if required for the course;
- Information about your service user experiences and
- Any other information provided to us when you contacted us to enrol on our courses or such as age, disability, information as to why you would like to do this course and details of your qualifications.

### **Where we store your personal data:**

The data that we collect from you will be processed and stored at our properties within Oxford, UK. Information pertaining to alumni and supports of the College is hosted on secure servers off-site but within the EEA . It may also be processed by persons operating in the EEA who work for us or an organisation we have instructed. If we do send your personal data outside the EEA we will take steps to ensure that the recipient implements appropriate measures to protect your information.

### **Uses made of the information:**

---

We will process any of your personal data, in accordance with our obligations under applicable data protection laws and regulations, for the following reasons: to provide you with the services you have requested; to comply with applicable laws and regulations; for administrative purposes; to assess enquiries; and to provide you with information about us and our services. We use data that is shared with us, together with publicly available information and recommendations from staff and supporters, to identify individuals whom we believe may have the interest and financial capacity to make a gift. If, at any time, you do not wish to receive further information about us and our services, contact us at [college.office@ccc.ox.ac.uk](mailto:college.office@ccc.ox.ac.uk). Alumni should contact the Development Office ([development.office@ccc.ox.ac.uk](mailto:development.office@ccc.ox.ac.uk)) if they wish to remove their data.

**How long we keep your information:**

We retain the personal data processed by us in a live environment for as long as is considered necessary for the purpose(s) for which it was collected (including as required by applicable law or regulation).

In addition, personal data may be securely archived with restricted access and other appropriate safeguards where there is a need to continue to retain it.

**Disclosure of your information:**

We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any agreements; or to protect the rights, property, or safety of Corpus Christi College, or others. This includes exchanging information with other organisations for the purposes of safeguarding or other statutory regulations we have to comply with.

**Sharing your information:**

There are times when we have to report to our partners and regulators or other relevant bodies how we have used our funds/budgets and in those circumstances, we will report your information either aggregately or anonymously or, in an identifiable format but with your permission.

We may share your information according to operational and business needs with relevant third parties with legitimate justifications. If you register on a course run by Corpus Christi which is validated or accredited by and/or in partnership with another institution or organisation such as Oxford University or any of our other partners; your data will be shared with that institution for operational purposes. If you need further information in this regard, please contact us on [college.office@ccc.ox.ac.uk](mailto:college.office@ccc.ox.ac.uk) and we will assist you further.

**Your Rights:**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise the right at any time by contacting us at [college.office@ccc.ox.ac.uk](mailto:college.office@ccc.ox.ac.uk).

**Modifying or removing your information:**

You have the right to withdraw any consent given with respect to our use of your personal data. Furthermore, you have the right to request the modification or deletion of your personal data in the event it is incorrect or processed without your consent.

To modify your personal data, or to completely opt-out of Corpus Christi using your personal data, please contact us via [college.office@ccc.ox.ac.uk](mailto:college.office@ccc.ox.ac.uk).

**Accessing your data:**

In line with your 'Right to Access' your personal information, you can always request to see a copy of the personal information we hold on you by contacting us via [dpo@ccc.ox.ac.uk](mailto:dpo@ccc.ox.ac.uk).

Once we confirm your identity, we will supply you with a copy of personal requested we hold on you within 30 days.

**Cookies:**

Corpus Christi's website uses cookies to record visits to the website. This helps us to improve the website and provide you with a good experience when you browse the website.

Please see our Cookies Policy for more information.

---

