

Data Protection Consent Form:

Candidates for Admission



Trinity College's Obligations to the Candidate

Trinity College recognises its responsibilities under the Data Protection Act 1998 in respect of the data that it maintains on computer and in relevant filing systems in respect of applicants for admission and of members of the College. Like all educational establishments, the College holds and processes information about its applicants, students and alumni for various purposes (for example, to help in the running of the admissions process, to record academic progress, to operate the College accounting, accommodation and security systems and to enable correspondence and communications). The College must comply with the data protection principles which are set out in the Data Protection Act 1998 (the 1998 Act). For example: information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. It is the College's policy to seek the consent of candidates for admission to hold and process personal data, including sensitive personal data, about them. A refusal to consent to the processing of the information listed below will delay the processing of applications.

Data Processing

Listed in the enclosed schedule are the main categories of data which the College may hold/process, the main purpose(s) for holding/processing such data, the possible disclosures of such data and the likely sources of such data. In addition to having a legitimate basis for processing data, the College has an additional duty to process that data fairly (for example, in accordance with any duty of confidence owed to you).

Candidates' Obligations

Candidates must now, and as members, ensure that any personal data provided to the College are accurate and up-to-date. They must ensure that any changes of address or other personal details are notified to the Tutor for Admissions or to their Tutor after admission. They should also be aware that if they take up a place at Trinity College they will be required to sign a University data protection consent form prior to matriculation.

Retention of Data

The College will keep some classes of information for longer than others. These will include information held, for example, for reference, alumni activities and archive purposes. Some data on candidates may be held/processed indefinitely in an anonymous form for statistical records and research.

Data Protection Officer

The College's Data Protection Officer is the Junior Bursar. All enquiries regarding the 1998 Act and the College policy should be made to the Data Protection Officer.

Please sign where indicated to confirm your consent

I confirm that I have read the summary of the College's Data Protection policy set out in this form and consent to the College holding and processing the categories of personal data about me in the attached schedule for the specified purposes (summarised therein) in respect of my application(s) for admission, as a junior member if successful, and after graduation.

Signed..... Dated

The Trinity College Students' Union has a scheme to provide support for freshers by putting them in touch with current students before arrival. If you receive a confirmed offer of a place at Trinity, your appointed student contact(s) would write to you during the summer and would also be a valuable source of friendly advice and information as you settle into college life. This scheme is optional. Please tick this box if you do NOT wish your address to be passed on to a student contact:

In the event that my application to Trinity College is unsuccessful I consent to my personal data held on computer and in my files being passed to another Cambridge College for consideration for admission.

Signed..... Dated

FULL NAME IN BLOCK CAPITALS:

SUBJECT APPLIED FOR:

UCAS PERSONAL ID NUMBER:.....

Data Protection Consent Form



The Candidate's Obligations of Confidentiality

I agree to the University of Cambridge and to Trinity College, Cambridge, processing data contained in my personal file whether provided in confidence or by other individuals or institutions. I recognise that some of the information received by the University of Cambridge and by Trinity College, Cambridge, will have been provided confidentially. I accept that this information will be retained by the College for as long as it remains relevant. In the case of unsuccessful applications this normally means that files will be destroyed on 31 March in the year following application.

Sharing details of your admissions assessment and/or interviews risks compromising our standards of admission, and could harm the interpretation of your own performance. You understand that the College expects you to maintain confidentiality. Therefore you must not disclose the content of any admissions assessment or interview to other applicants or any commercial organisations at any point, either during the admissions process or while you are a student at the University of Cambridge. This includes, but is not limited to, communication indirectly or directly by email, websites, chat rooms and texts with other applicants. While we understand that you may wish to discuss your interviews with advisers at your school/college, you are requested not to share full details of any questions asked with them. The College will treat any breach of confidentiality as a very serious matter.

Signed..... Dated

Feedback on Applications

Trinity College is happy to provide feedback, when requested, to applicants who have been interviewed by the College, but have failed to secure an offer, either in the first instance from Trinity or subsequently from a pool College.

We provide feedback to the writer of the UCAS reference (usually a member of staff at your school/college), or if you have left school at the time of applying, we will provide feedback directly to you.

This is for two reasons:

1. The referee is well placed to judge the best way to convey the feedback to you so that it is received as a beneficial learning experience;
2. The provision of feedback to your school/college informs advisers of future applicants about the standards and requirements for the relevant Cambridge course and is therefore of wider benefit to the admissions process.

I have read and understand the statement on the confidentiality of the admissions process as outlined above and I accept this. I am also aware of the feedback arrangements.

Name: _____

Signed: _____

Date: _____

Please sign and return both sides of this form as soon as possible and by Wednesday 8 November 2017 at the very latest to:

**Ms Stacey Smith, Admissions Administrator,
Trinity College, Cambridge CB2 1TQ**

Data Protection Act 1998: Schedule



Data Processing

Listed below are the main categories of data which the College may hold/process, the main purpose(s) for holding/processing such data, the possible disclosures of such data and the likely sources of such data. Full details of the College's current data protection registration/notification with the Information Commissioner's Office (ICO) can be obtained from the Junior Bursar as the College's Data Protection Officer.

Data: **Personal details (including address and contact details); academic record; qualification and skills; student record; student financial record; immigration status.**

Main Purposes: To assess applications from candidates for admission and assist in the admissions process; Accommodation issues; to process proper and up-to-date records of academic progress, development and welfare; fees and charges administration/collection; legal issues and obligations (e.g. Health & Safety record; UK Border Agency reporting); communications/mailings; references; fund-raising by the University; alumni activities.

Main Sources and Disclosures: Application forms; family; local authority (and other governmental bodies); examination results; scholarships; Student Loans Company; University of Cambridge; College staff and committees; Alumni Associations sponsored by the College; other Cambridge colleges; other universities; schools; examination boards; other educational institutions; employers and potential employers; legal representatives; admissions officers; UK Border Agency.

Data: **Medical records.**

Main Purposes: Provision of healthcare and junior member welfare.

Main Sources and Disclosures: Family; College nurse; Senior Tutor; other authorised College staff; relevant authorised staff of the University of Cambridge; general practitioners; other medical practitioners.

Data: **Ethnic origin.**

Main Purposes: Equal opportunities monitoring; dietary requirements.

Main Sources and Disclosures: Application forms; research and statistical publications; College staff.

Data: **Criminal records and College security systems.**

Main Purposes: Disciplinary matters; legal obligations.

Main Sources and Disclosures: Application forms; police (and other authorities); legal representatives; court service; University of Cambridge; College staff; other colleges. CCTV and SALTO lock records (accessed only when necessary).