

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held
On Tuesday, 10th November 2020 at 2 pm via Zoom

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|-----------------|----------------------|----------------------|----------------------------------|
| <i>Present:</i> | Provost | <i>In</i> | Vice-Provost |
| | Dr Ainslie | <i>Attendance:</i> | Senior Tutor |
| | Dr Adams | | First Bursar |
| | Dr Bozic | | Domus Bursar |
| | Dr Davies | | |
| | Dr Dolan | | * <i>Open business only</i> |
| | Professor Efstathiou | | |
| | Ms Headen | | *Mr E Everett |
| | Professor Humphrey | | *Ms E Adeoyo |
| | *Mr S Crayton | <i>By invitation</i> | Jenny Malpass - Minutes |
| | *Ms E Nouri | | Ms Charlotte Young PEM- item 361 |
| | | | Professor Mark Gross – item 361 |
| | | | Dr David Al-Attar – item 361 |
| | | | Mr Simon Billington – item 361 |
| | | | The Dean – item 373 |

Apologies for Absence

Dr Adhikari and Dr Moody have stepped down from Council.

OPEN BUSINESS

356. Declarations of Interest

There were no declarations of interest.

357. Minutes of Open Matters of 27th October 2020

The minutes of the Open Business of Council on 27th October 2020 were approved.

358. Matters arising

There were no matters arising.

359. Council timetable & action list

Council noted the timetable and updated the action list and noted the College Policy renewal dates.

360. Oral reports

The First Bursar and Senior Tutor updated Council on the current arrangements for CoVid-19 both in College and the University and confirmed that our infection figures to date remain low. The Senior Tutor reported that the student reaction to the second lock-down had so far been very positive and the students had done remarkably well at a very difficult time.

Principal Items of Business

361. Accounts & Auditor's Report.

The Assistant Bursar, Professor Gross, Dr Al-Attar and Ms Charlotte Young of PEM Auditors joined the meeting to discuss the Accounts and Auditor's Report.

Council agreed:

- a. to accept the Accounts and the Auditor's report and to forward them to the Annual Congregation.
- b. to authorise the Provost to sign the letter of representation on behalf of the College.
- c. to recommend to the Annual Congregation the re-appointment of Peters, Elworthy & Moore as auditors for 2020-21.

Council also expressed its gratitude to the Assistant Bursar and the Accounts office, and to Ms Young and the audit team for their work. The accounts have been prepared in a timely and careful manner with remarkably few issues arising that need our further attention.

362. Proposal to admit Executive Masters of Business Administration (EMBA) students

The Senior Tutor presented a paper proposing the admission of 5 part-time Executive MBA students starting in academic year 2021/22 with a view to continuing this initiative, subject to review after one year. These students would be in Cambridge for a few weeks each year, would pay a substantive fee and in return would be able to use some facilities and support services of the College.

Council agreed to offer to admit up to 5 part time EMBA students commencing in academic year 2020/21, subject to a review after one year.

Other Items for Discussion

363 Change to Business Activities – Data Protection Privacy Policy

Council was asked to agree a change to the Data Protection Privacy Policy in order that King's business to business marketing was not in violation of the data protection legislation

Council agreed to approve the revised data protection privacy policy for Services and Supplies as set out below..

Data Protection –Services and Supplies

This statement explains how King’s College (“we” and “our”) handles and uses information we collect about companies, organisations and individuals who supply goods or services to the College, or who wish to do so, and those to whom we supply goods or services, or wish to do so (“you” and “your”). It does not include students, staff, Friends, or visitors, for which there are separate privacy policies.

In some cases, you provide personal details for the employees or members who communicate directly with the College, and in some cases the College collects your contact details from publicly available sources such as websites. Such personal data is used by the College to communicate with you and is either necessary for the performance of our contractual duties and the provision of services, or satisfies our legitimate interests in expanding our client base.

The controller for your personal data is King’s College, King’s Parade, Cambridge, CB2 1ST. 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. 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 the College otherwise 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 data, is the Freedom of Information Officer, foi@kings.cam.ac.uk

A. How we use your personal information –Suppliers of Goods and Services

How your data is used by the College

Data provided by companies and organisations is used by the College to assess which services we require; to determine the appropriate suppliers to use; and to communicate with those suppliers. For those purposes, we would use the personal contact details where those are provided by the company or organization.

Who we share your data with

We share relevant personal data, when necessary, with relevant government agencies (e.g. HMRC) and with our auditors and professional advisors. This normally involves copies of invoices that may include personal data. We may, at the request of the company or organization, provide references on their performance and the individuals involved. Information is not shared with other third parties without your consent.

When requested by the supplier, Catering will share their contact information

with potential and/or new Catering Department clients.

Retention of Data

We retain information about suppliers while our relationship with that supplier persists, and for a further period while financial data is retained. Where an individual ceases to represent a company, or otherwise requests changes, we will remove the personal details except where they are included on past financial records.

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 data with the Information Commissioner's Office at

<https://ico.org.uk/concerns/>.

B. How we use your personal information –Clients using College Services

How your data is used by the College

Data provided by individuals, companies, and organisations is used by the College to communicate and to ensure that we can provide the services that are required. This includes maintaining security by keeping information about vehicles, bicycles, rooms, and contact details.

We may use your contact details to send you offers, brochures, news of our activities or changes to our services. You may opt out of these communications by contacting the Freedom of Information Officer, foi@kings.cam.ac.uk.

Who we share your data with

We share relevant personal data, when necessary, with relevant government agencies (e.g. HMRC) and with our auditors and professional advisors. This normally involves copies of invoices that may include personal data. Where requests for services involve Meet Cambridge, or other parts of the University or Colleges, we may share data with those organisations. If your debts to us remain unpaid we may pass relevant data to appropriate agencies, e.g. a court, or debt collection service. Personal Information is not shared with other third parties without your consent.

Retention of Data

We retain information about those who enquire about services or to whom we provide those services while there is a reasonable expectation of further developments. So, we would keep data until all services and payments are

complete and for a further 5 years thereafter. Copies of invoices and financial documents are retained for 7 years.

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.

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Business for Report

364. Membership of the Committee on Legacies of Slavery & Racism

At its meeting on 14 July 2020, Council agreed 'to establish a Committee to co-ordinate the work being done in the College to combat and mitigate the lasting legacies of slavery and racism'. The Provost asked Professor Gareth Austin to approach prospective members for this committee.

Those willing to have their names put forward for membership of the committee are:

Ms Eunice Adeoyo (Chair, KCSU)

Professor Gareth Austin

Dr Rory O'Bryen

Professor Robin Osborne

Mr Christopher Parry (nominated by chair of KCGS; writing PhD on medieval slavery)

Dr Sharath Srinivasan

Council agreed to the membership of the Legacies of Slavery & Racism and noted that a report is expected by the end of Easter Term 2021.

365. Visitor Services Department Annual Report

Council noted the Visitor Services Department Annual Report July 2019 to June 2020 and endorsed it for Governing Body acceptance.

366. Keeper of the College Collections Report 2020

Council noted the Keeper of the College Collections Annual Report 2020.

367. Any Other Business

There being no other business the meeting closed at 3.55.

The next meeting of Council will be held on Tuesday 24th November at 2pm via Zoom.