

Data Protection Policy **On-Line**

This policy explains what information we gather when you visit the College's web sites, and explains how that information is used.

It is important for you to appreciate that the web sites provide extensive links to other independent sites, both within the University and elsewhere. This policy applies only to our web pages - URLs that include <https://www.kings.cam.ac.uk>, <https://shop.kings.cam.ac.uk>, & <https://www.kingscollegerecordings.com>. You will need to consult the appropriate information on other sites for information on their policies. Online customers should also read the privacy policy at <https://shop.kings.cam.ac.uk/pages/privacy-policy>.

Personal data collected

Some pages on our web sites are present specifically for customers to make online purchases of goods or services. For the purposes of processing the transaction and delivery of the item or service it is necessary to temporarily hold personal data such as name, address, credit/debit card details and email address. This information is held only as long as necessary to conclude the transaction or deliver the item.

If you ticked the Opt-in selection to receive future promotional communications, your personal data, but NOT credit or debit card information is retained for an indefinite period or until you tell us to delete it.

Some pages of our web sites (such as the GATELIST) have enhanced permission levels that require you to state that you will comply with data protection, copyright and/or other legislation. The College retains a record of your statement for a period of time that takes into account the time employees might have been employed by the College after signing, and the duration of third party rights granted by the legislation. Statements are retained for 75 years in the case of data protection, and for 30 years in the case of copyright.

Connection data collected

In common with most websites, our sites automatically log certain information about every request made of them (see below for more details). This information is used for system administration, for bug tracking, and for producing usage statistics. The logged information may be kept indefinitely.

Relevant subsets of this data may be passed to computer security teams as part of investigations of computer misuse involving the sites or other computing equipment in King's College and the University of Cambridge. Data may be passed to the administrators of other computer systems to enable investigation of problems in accessing the sites or of system misconfigurations. Data may incidentally be included in information passed to contractors and computer maintenance organisations working for the College and/or University, in which case it will be covered by appropriate non-disclosure agreements. Otherwise the logged information is not passed to any third party except if required by law. Summary statistics are extracted from this data and some of these may be made publicly available, but those that are do not include information from which individuals could be identified.

These websites may use cookies as part of user authentication (login) and to store information needed by other facilities. These sites are running Google analytics, which uses cookies for tracking visitors to the sites. This is to gain data on site use and support ongoing web reviews.

Logged data

The following data is automatically collected for each request:

- The name or network address of the computer making the request. Note that under some (but not all) circumstances it may be possible to infer from this the identity of the person making the request. Note also that the data recorded may be that of a web proxy rather than that of the originating client
- The username, when known during authenticated (logged in) access to the site
- The date and time of connection
- The HTTP request, which contains the identification of the document requested
- The status code of the request (success or failure etc.)
- The number of data bytes sent in response
- The contents of the HTTP Referrer header supplied by the browser
- The content of the HTTP User-Agent header supplied by the browser

Logging of additional data may be enabled temporarily from time to time for specific purposes.

In addition, the computers on which the web sites are hosted keep records of attempts (authorised and unauthorised) to use them for purposes other than access to the web server. This data typically includes:

- the date and time of the attempt,
- the service to which access was attempted,
- the name or network address of the computer making the connection,
- and may include details of what was done or was attempted to be done.

Legal Basis

The College processes this data because it has a legitimate interest in doing so.

Access to personal data

In accordance with data protection legislation you can exercise the right to access any information we hold about you.

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.

Document Details		
Responsible Officer	First Bursar (via College Data Protection Lead)	
Original Date	15 May 2018	
Next Review Date	April 2028	
Version Control		
Version No.	Approval Date	Change Description
1	15 May 2018	
2	22 Jan. 2019	Specification of legislation
3	29 Mar. 2021	Online <i>Customers</i> became Online <i>Access</i> ; changes for readability; form of specification of relevant websites
4	21 Jan. 2025	Added processing of online undertakings and legal basis of all processing; specification of relevant websites