NEWNHAM COLLEGE
UNIVERSITY OF CAMBRIDGE

How we use your personal information

Data Protection Statement – Archive and Special Collection Users

This statement explains how Newnham College ("we" and "our") handles and uses data we collect about researchers ("you" and "your"), who access the College's Archives and Special Collections, both in person and remotely. In broad terms, we use your data to manage your visit to the College and facilitate any research you are conducting.

When changes are made to this statement, we will publish the updated version on our website and notify you by other communication channels as we deem appropriate or necessary.

The controller for your personal information is Newnham College, Sidgwick Avenue, Cambridge CB3 9DF. The Data Protection Officer for the College is Intercollegiate Services Limited (ISL) [64 Bridge Street, Cambridge, CB2 1UR; 01223 768745; dpo@isl.colleges.cam.ac.uk]. ISL 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 information is the Bursar, data-protection@newn.cam.ac.uk.

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, where we have considered that our interests do not impact inappropriately on your fundamental rights and freedoms. You may ask us to explain our rationale at any time.

How your data is used by the College

We collect and process your personal data, as specified below, for a number of purposes, including:

A. Maintaining a record of your contact details to enable the management of your visit.
We will hold your name, email address, phone number and other relevant contact details that you provide us with, and we will use this information to maintain contact with you in order to manage your visit. This information is retained permanently.

B. Keeping a record of visits to the Library and Archive.
We will record your name, address, email address, phone number, research interests and details of items consulted in order to manage and maintain the security of our collections. This information is retained permanently.

C. Maintaining records of requests to publish copies of items held by the College.
We will hold your name, address, details of copies supplied, detailed of images to be published with accompanying publication data such as the name of the publication in which it will appear. This information is retained permanently.

D. Maintaining records of enquiries received by the Archives and Special Collections.
We will record your name, your contact details (email address, postal address or telephone number depending on your preferred method of contact) and details of the information we have supplied. Enquiries may be retained permanently.

Wifi is available across our sites and is accessible to members of the College and guests. This is managed by the University Information Service (UIS) who retain netflow logs, IP addresses, device MAC addresses, device type and OS, username, home institution for eduroam (if not Cambridge), connection method and device network capability, location data, including connection location (which AP) and usage data (e.g. data transmitted/ received) for 90 days.

We also operate CCTV on our site, which will capture footage. Our CCTV code of practice is available from the Domestic Bursar (domestic.bursar@newn.cam.ac.uk).

Your rights

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information 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.

Where you opt out of all future communications or exercise your right to erasure, we will continue to maintain a core set of personal data (name and limited contact details) to ensure we do not contact you inadvertently in the future, while still maintaining a record of your contact with the College. We may also need to retain some financial records about you for statutory purposes (e.g. accounting matters).

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at https://ico.org.uk/.

Last updated: September 2025
Elizabeth Ennion-Smith
Newnham College