

Intercultural Encounter Scheme – How we use your personal information



This statement explains how the Cambridge Centre for Christianity Worldwide ('CCCW'), operating name for the Henry Martyn Trust ('HMT') handles and uses information we collect from those who enquire about, and apply to, the Intercultural Encounter Scheme ('you').

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

The controller for your personal information is CCCW. The person responsible for data protection with regard to the Intercultural Encounter Scheme 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 Encounter Coordinator, encounter@cccw.cam.ac.uk.

1. What is 'personal information'?

'Personal information' means any information which relates to or identifies you as an individual.

2. What is 'Special Category Data'?

'Special Category Data' is any personal data consisting of information as to race/ethnic origin; political opinion; religious or similar beliefs; trade union membership; physical or mental health or condition; sexual life; and criminal record.

3. Who will process my personal information?

The information provided here applies to the use, sharing and disclosure of your personal information by CCCW staff and the Henry Martyn Trust trustees as part of the application process.

4. What personal information will be processed by CCCW?

- Any personal information provided during email, phone and in-person communication leading up to, during, and after the application season;
- Any personal information provided on the application form;
- Any additional personal information provided by your two referees;
- Any personal information to be found in your post-placement feedback form;
- Any personal information to be found in your post-placement report.

5. What is the purpose of the processing and how will my personal information be used?

CCCW will process the personal information provided on your application and the other information referred to above for the purposes of discussing your placement and application before submission, identifying you, processing your application, verifying the information provided, deciding whether to offer you an Encounter bursary and communicating that outcome (together with any feedback). If your application is successful CCCW will use your personal information to keep in touch during your placement, and to prepare and carry out your Induction and Debrief.

If your application is successful, CCCW will also hold a copy of your post-placement report and basic contact details in the CCCW Archive. This is in the interests of both our own research, and the public interest through maintaining historical records. The CCCW archive is a public archive, but content may only be used on site.

CCCW may also use or disclose the information provided for:

- research and statistical purposes, but no information which could identify you will be made public outside of the CCCW staff and HMT trustees.
- publicity (such as photographs, occupations and names) but will get consent to do so.
- contacting you after the application season to continue your association with CCCW, for instance at a future Induction/seminar, in publicity, or to help current applicants.
- providing statutory returns required by applicable legislation.

6. What is the lawful basis of the processing?

CCCW consider the lawful basis for the processing of your personal information for the above purposes to be primarily **consent**. We will ask your permission to process and use your personal information on the application form and post-placement feedback form.

CCCW also considers that two other legal bases apply:

- **Contract:** the processing is necessary for us to take steps with a view to creating a contractual relationship with you (i.e. to give you a grant for an intercultural placement).
- **Legitimate Interest:** There is a legitimate interest to process your data given the nature of the Encounter Scheme process and its operational needs (for instance replying to enquiries about the scheme or reading your application forms after you have completed your placement to give advice to future candidates).

We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Admissions decisions are not automated.

When your post-placement report is accepted into the CCCW Archive, CCCW will process the personal information included on the legal basis of **legitimate interest**, on the grounds that there is a legitimate interest to preserve your personal information for archival and research purposes.

7. Sensitive Personal Data – Special Category Data

Application forms received for the Encounter Scheme not only contain a significant amount of what is termed Special Category Data (SCD) such as ethnicity, religious and political beliefs, and conceivably data on sexual orientation and physical or mental health conditions.

There is a requirement for us to protect this data more carefully, and to have an additional lawful basis for holding this data. The same lawful bases apply as for your personal information, but we will specifically ask for **consent** to take your SCD in addition to your personal information.

8. Who will my personal information be shared with?

The personal information included in your application and related materials will be circulated only to appropriate staff and trustees. We may also need to share your personal information for the above purposes as relevant and necessary with your referees.

CCCW may share information from your application and reports with future applicants to help them with their placements and applications. Information will be sent anonymised. Future applicants and other users of CCCW, including research associates, library and archive users and donors, may see and use your applications and reports whilst on the CCCW site.

9. Where will my data be held?

Your data will be held securely in the CCCW centre under staff management or in a locked office or archive. CCCW has appropriate electronic security to protect electronic documents and emails, including up to date Anti-Virus and password-protected profiles.

Your data will be taken out of the CCCW Centre by authorised Trustees and staff members, as appropriate for the purposes mentioned in section 5. For instance, Trustees need to read your applications to award bursaries, and to prepare for Inductions and Debriefs. The HMT trustees and staff are aware that this carries a higher risk to your personal information, and have signed data sharing agreements to hold your data as securely as possible, for as short a time as possible. When data is removed from the CCCW Centre, responsibility for any breaches rests with CCCW.

10. How long will my information be kept?

Enquiries about the scheme not resulting in an application will be deleted after 2 years. References will be destroyed as soon as a funding decision is made.

Personal information relating to unsuccessful applicants will normally be kept until the end of that year's cycle, and then any hard-copies, electronic copies and emails will be destroyed. Personal information may be kept longer if CCCW offers to reconsider an application at a later date.

All other electronic and printed data relating to successful applicants will be stored securely in the CCCW office for 5 years. All copies will then be destroyed other than one copy of your post-placement report and basic contact details which will be transferred to the CCCW archive.

11. How can I access my personal information?

You have the right to access the personal information that is held about you by CCCW. Further details are set out in CCCW's Data Protection Policy found at <https://www.cccw.cam.ac.uk/about-us/data-protection-policies/>.

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing.

You have the right to receive an electronic copy of the personal information you provided to us.

12. Whom can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact us in writing via email to centre@cccw.cam.ac.uk or by post: Cambridge Centre for Christianity Worldwide, Westminster College, Madingley Rd, Cambridge, CB3 0AA.

13. How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

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