

**Von Hügel Institute for Critical Catholic Inquiry
St Edmund's College, Cambridge**

Data Protection Statement

This statement explains how the Von Hügel Institute (“VHI”, “we” and “our”) handles and uses data we collect about our past, current and future supporters (“you” and “your”). In broad terms, we use your data to keep in touch with you as supporters, in order to keep you up to date with our activities and developments, to provide services to you, and to identify ways in which you can support us, through donations and/or other forms of non-financial support.

The VHI is currently considering the implications of national changes to data protection legislation, and the obligations of the Institute to you in helping you understand further how and why we process your personal data. It anticipates that this statement will be revised again within the next six months (i.e. by the end of December 2018).

How your data is used by the VHI

Your data is used by us for a number of interdependent purposes, including supporter relations, communications and fundraising. These include:

- the promotion of VHI events
- the promotion of VHI news
- the promotion of VHI publications
- conducting surveys related to VHI activities
- appeals and requests for donations, including our view of whether you are a potential donor, and research on when and whether particular fundraising appeals may be of interest to you

Communications to you may be sent by post, telephone or electronic means, depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

What data is held by the VHI

Where provided by you, or obtained from public sources, records may contain:

- details of all or some of your school, college and university education
- unique personal identifiers (e.g. student number, date of birth)

- your contact details
- your attendance at VHI or related events
- other contact with the VHI, St Edmund's College, or the University of Cambridge
- your key relationships with other supporters of the VHI and/or the University and other Colleges within Cambridge
- your career highlights and other life achievements
- financial information relating to you and any of your key relationships (including but not necessarily limited to income, philanthropy and other giving)
- information about donations made by you to the VHI, or to St Edmund's College, or to the University of Cambridge
- information about your areas of personal interest
- photographs of you
- personal data provided by you for a specific purpose or purposes (for example disability or catering preferences for event management)
- your communication preferences

When the VHI shares your data with others

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them. We do not use third party wealth screening services.

Depending on constraints set by you, and which you may change at any time, we may share any of the above categories of data with St Edmund's College and the University of Cambridge.

We may share data on a considered and confidential basis, where appropriate, with:

- Cambridge in America (the University of Cambridge's affiliate alumni office in the US)
- Contractors providing services to you on our behalf or services to us (our 'data processors'), including but not limited to database software providers, and mailing providers for publications. This list of contractors is updated as required. Use of the data is restricted to purposes defined by the VHI.

We also facilitate communication between individual supporters of the VHI, but in doing so we do not release personal contact details without prior permission.

Your Rights

There is no statutory or contractual requirement for you to provide us with any personal data.

You have the right: to ask us for a copy of your personal data (a data subject access request); to object to processing that is causing you, or is likely to cause you, damage or distress; to object to communications or direct marketing; in certain circumstances to require us to correct or erase your personal data; and a right to compensation for damages caused by a breach of the Data Protection Act.

We will retain your data indefinitely or until you request us to do otherwise. We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Questions and Further Statutory Information

Please contact us if you have any concerns or questions about the above information. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with your specific request.

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 date of birth) to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).

If you have any concerns about your personal data held by the VHI, please contact us by email at vhi@st-edmunds.cam.ac.uk or by post at Von Hügel Institute, St Edmund's College, Cambridge, CB3 0BN.

Philip McCosker
Director, Von Hügel Institute

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