

Data Protection Policy

The purpose of the Centre for History and Economics' Data Protection Policy is to ensure compliance with the General Data Protection (GDPR) regulation and related national legislation. Data protection law applies to the storing or handling ('processing') of information ('Personal data') about living identifiable individuals ('data subjects').

The Centre for History and Economics is part of Magdalene College, Cambridge, and follows College data protection policy. This policy can be found at:

www.magd.cam.ac.uk/data-protection

The person responsible for the Centre for History and Economics' data protection is identical to those responsible for Magdalene College, listed in section 4 of the College policy. The controller for personal information is Magdalene College, Cambridge, CB3 0AG. The Data Protection Officer is the Office of Intercollegiate Services Ltd, as detailed in section 9 of the College policy.

The following addenda apply to the Centre for History and Economics.

Student records

The Centre for History and Economics awards a number of prize studentships each year. Holders of studentships receive research grants, supervisions, and are invited to participate in activities at the Centre. They hold no formal membership of the Centre or College and are not to be considered 'students' under the relevant sections of the College Data Protection Policy as specified in Sections 11 to 15 aside from as set out below.

11. Tutorial files are maintained for prize students only in regard to those activities undertaken in direct connection with the Centre for History and Economics prize studentships. Files may contain academic, financial and medical data only with direct relevance to those activities. The purposes for which they are maintained include the relevant prize student's applications for employment, professional training or admission to other educational establishments. Tutorial files are kept by the administrative staff of the Centre for History and Economics and may be consulted by the Directors of the Centre and their related administrative staff. The Centre for History and Economics abides by the Privacy Notice set out by Magdalene College (www.magd.cam.ac.uk/privacy-notice-students) in regard to the use of information. Personal information is solely retained and managed for the purposes of the Centre for History and Economics and those activities undertaken by the Centre for History and Economics as a part of Magdalene College.

12. Prize student application files are maintained in respect of candidates, and potential candidates, for Prize studentships. During the application process such files are maintained and kept by the Directors and their staff. For successful candidates, application documentation will be included in a file of personal information as specified in section 11 above. For unsuccessful candidates, application information is retained in accordance with the rules governing admissions documentation for Magdalene College applicants as detailed in Annex A of the College data protection policy. Information regarding unsuccessful candidates is only retained beyond the provisions set out in that policy if expressly permitted by a candidate for purposes clearly stated by the Centre for History and Economics when that permission is granted.

13. Files relating to prize student financial matters are maintained solely in relation to those activities supported by the Centre for History and Economics, and in regard to expenditures incurred

from the grants associated with the studentship. The information may be viewed by the Directors of the Centre and relevant staff.

14. **Medical notes in respect of prize students** are maintained for health and safety reasons solely to assist in meeting the needs of prize students in relation to activities directly related to the prize studentships awarded by the Centre for History and Economics. These may be consulted solely by the Directors of the Centre and relevant staff.

Fellows' and Staff Records

Post-doctoral fellows will be treated equivalently to Junior Research Fellows in regards to the College Data Protection Policy.

Other records

The policies set out here relate to prize students, post-doctoral fellows and staff of the Centre for History and Economics solely in relation to their activities in association with the Centre for History and Economics. If any person is also a member, employee, applicant, student or alumnus/a of Magdalene College the College Data Protection Policy will apply to them in all regards aside from the exceptions listed above when information pertains solely to activities undertaken in connection with the Centre for History and Economics.