

Privacy notice for Applicants

How we use your personal information

Reviewed: June 2024

This statement explains how The Cambridge Theological Federation (“the CTF”, “we” and “our”) handles and uses information we collect about those who apply to study through the CTF (“you” and “your”).

The CTF offers degrees validated by the University of Cambridge, Anglia Ruskin University and Durham University. In this statement “the University” refers to whichever of these institutions validates the degree programme you have been admitted to.

Most CTF students are also members of one of the member institutions of the CTF (a “House”).

Each University and House is a separate legal entity to the CTF and have their own statements about your personal information and their procedures. They in turn share information with a number of other bodies for statutory and other purposes.

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 the Cambridge Theological Federation, The Bounds, Westminster College, Lady Margaret Road, Cambridge, England, CB3 0BJ. The person 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 Head of Central Services, head@theofed.cam.ac.uk.

1. What is ‘personal information’?

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

2. Who will process my personal information?

The information provided here applies to the use, sharing and disclosure of your personal information by the CTF and the Houses as part of the admissions process. Please note that the CTF and each of the Houses are separate legal entities for these purposes. The CTF and the individual Houses work together closely and share the personal information you provide in your application in accordance with agreed protocols. The Houses assessing your application may provide you with additional statements about how they will use, share and disclose your personal information as you progress through your application.

3. What personal information will be processed?

The CTF and/or, where relevant, the Houses, will use the details you provide on your application form, together with additional details provided by any referee and recorded following any interview process.

4. What is the purpose and legal basis of the processing?

The CTF and the Houses will process the personal information provided on your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided, deciding whether to offer you a place for the course you have applied for, and communicating that outcome (together with any feedback).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.

- For equal opportunities monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you.
- To allow us to consider any future accommodation requirements.
- To provide statutory returns required by applicable legislation.
- For research and statistical purposes, but no information which could identify you will be published.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application to study with us), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring). 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.

5. Who will my personal information be shared with?

As well as circulating your application and related materials to the appropriate staff at the CTF and the Houses, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Where relevant and as required and/or notified to you, your school/college or training organisation.
- Your examination boards or awarding bodies.
- Your student support assessment body.
- Your funders and/or potential funders (including, where relevant, the Student Loans Company).
- In the case of international applicants, the British Council or appropriate agencies.
- Where relevant and as required, UK Visas and Immigration in order to act as your sponsor for visa purposes.
- Where relevant and as required, governmental bodies including local authorities, the Home Office, and the Department for Work and Pensions and its agencies.

6. How is my personal information used if I am accepted?

If you are accepted, we will use your personal information for the purposes described at www.theofed.cam.ac.uk/policies-and-procedures and on the website of the House admitting you, as amended from time to time. BTh students matriculate through one of the Cambridge Colleges and their data will be shared with them, as appropriate. Further information about this will be provided in your offer of admission.

If you are accepted, the CTF will also return data about you to the Higher Education Statistics Agency (as described on HESA's website at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>) and other external agencies and funding bodies, as required.

7. How can I access my personal information?

You have the right to access the personal information that is held about you by the Federation. Further details are set out in the CTF's data protection policy at www.theofed.cam.ac.uk/policies-and-procedures.

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, or to object to processing or to receive an electronic copy of the personal information you provided to us.

8. How long is my information kept?

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your student record for the duration of your studies. If you are unsuccessful, your information will be normally kept for at least one year after the completion of the application process.

9. Who 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 general-enquiries@theofed.cam.ac.uk or by post to Cambridge Theological Federation, The Bounds, Westminster College, Lady Margaret Road, Cambridge, CB3 0BJ, or your prospective House as appropriate.

10. 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/>).