



## Privacy Statement : Applicants

### How we use your personal information

This statement explains how Eastern Region Ministry Course (ERMC) handles and uses information we collect about those who apply to study through ERMC.

ERMC offers 'Common Awards' qualifications validated by Durham University. It also offers the opportunity to study alongside Common Awards students on a not for credit or auditing basis.

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 Eastern Region Ministry Course, 1a The Bounds, Westminster College, Lady Margaret Road, Cambridge, CB3 0BJ. Our current registration number with the Information Commissioners Office is Z6283521 (<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>). Any queries should be sent to ERMC [admin@ermc.cam.ac.uk](mailto:admin@ermc.cam.ac.uk)

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### What is 'personal information'

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

### What personal information will be processed?

ERMC will receive personal information about you, directly from you in the form of your application form and supporting documents; from your referees; and, where appropriate, from your diocese. It also includes correspondence to arrange open days and interviews, notes from interviews and the communication of the outcome of interview.

This information will include personal information about you:

- Your contact details
- Your passport or proof of identity documents
- Your next of kin/emergency contact details
- Your education and qualifications
- Your professional qualifications and memberships
- Your current employment
- Financial data relating to your funding source

### What is the purpose and legal basis of the processing?

ERMC will process the personal information provided on your application form 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 on the course applied for, and communicating that outcome to you.

We consider this processing of your personal information for the above purposes to be 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).

Admissions decisions are not automated.

### **Special Category Data**

Where 'special category' personal information is requested we will request your explicit consent. You may withdraw that consent at any time by writing to [admin@ermc.cam.ac.uk](mailto:admin@ermc.cam.ac.uk)

### **Who will my personal information be shared with?**

During the application process your personal information will be shared with:  
Appropriate staff at ERM C

and when relevant and necessary with:

Your referees

Your sponsoring diocese

Durham University where required to confirm eligibility to enter a Durham University validated programme of study

Where relevant the British Council or appropriate agencies; UK Visas and Immigration; governmental bodies including local authorities, the Home Office; the Department for Work and Pensions and its agencies.

### **How long is my information kept?**

If you are unsuccessful in your application or choose not to take up a place with ERM C your information will be kept for 12 months following the close of the relevant application period.

If you are successful in your application and take up your place with ERM C your personal information will transfer to your student record. A separate privacy statement applies to students.

### **How can I access my personal information?**

You have the right to access the personal information that is held about you by ERM C. You can request a copy by writing to The Principal at [admin@ermc.cam.ac.uk](mailto:admin@ermc.cam.ac.uk)

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.

### **Who can I contact?**

If you have any questions about how your personal information is used, or which to exercise any of your rights, please contact us in writing via email to [admin@ermc.cam.ac.uk](mailto:admin@ermc.cam.ac.uk) or by post to ERM C, 1a The Bounds, Westminster College, Lady Margaret Road, Cambridge, CB3 1BJ.

### **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, Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>)

Last date of review: 11 December 2018