



New College Privacy Policy

New College Choir

Our full Privacy Policy can be found on our website <https://www.new.ox.ac.uk/privacy-policy>

If you are a chorister with New College Choir, this section will be relevant to you.

| Purpose/Activity | Type of data | Lawful basis for processing including basis of legitimate interest | Third party processing and international transfer information |
|--|---|---|---|
| To register you as a chorister | (a) Identity (b) Contact (c) Professional | (a) Performance of a contract with you; (b) Necessary for our legitimate interests (to deliver you information about our alumni services) | The University provides IT services to New College to which it has access Third parties providing financial accounting and database software are engaged to maintain and manage our financial records. We engage third parties to administer document destruction services on our behalf. |
| To enable you to partake in choir and events including to: (a) manage payments, fees and charges (b) collect and recover money owed to us (c) providing catering (d) apply for necessary travel documents, licences or visas | (a) Identity (b) Contact (c) Professional (d) Financial (e) Transaction (f) Marketing and Communications | (a) Performance of a contract with you; (b) Consent (in relation to your e-marketing preferences); (c) Necessary for our legitimate interests (to deliver you information about our activities for your possible participation) | When the choir performs abroad, our hosts may be provided with personal data to provide catering, accommodation and other support for the duration of our visit. A third party administers a database of past choristers which you will be given the option to join when you leave New College Choir. Third parties providing banking and payment services. |



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| <p>To manage our relationship with you which will include:</p> <ul style="list-style-type: none"> (a) Notifying you about changes to our terms or privacy policy (b) Asking you to leave a review or take a survey | <ul style="list-style-type: none"> (a) Identity (b) Contact (c) Profile (d) Marketing and Communications | <ul style="list-style-type: none"> (a) Necessary to comply with a legal obligation (b) Necessary for our legitimate interests (to keep our records updated and to study how alumni use our services) | |
| <p>To administer and protect New College and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)</p> | <ul style="list-style-type: none"> (a) Identity (b) Contact (c) Technical | <ul style="list-style-type: none"> (a) Necessary for our legitimate interests (for running our organisation, provision of administration and IT services, network security and to prevent fraud) (b) Necessary to comply with a legal obligation | |
| <p>To use data analytics to improve our website, services, marketing, relationships and experiences</p> | <ul style="list-style-type: none"> (a) Technical (b) Usage | <ul style="list-style-type: none"> (a) Necessary for our legitimate interests (to define categories of alumni for our events and services, to keep our website updated and relevant, to develop our organisation and to inform our marketing and communications strategy) | |



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| To maintain a record of chorister achievements and events | (a) Identity (b) Contact (c) Professional (d) Welfare (e) Financial (f) Transaction (g) Profile (h) Marketing and Communications | (a) To deliver our Public Task (in relation to our archive); (b) Archiving (in relation to special categories of (sensitive) data that might be contained in our records pursuant to above activities) | |