

Privacy Notice for users of The Access Platform

RESPONSIBLE COMMITTEE: General Purposes Committee

RESPONSIBLE OFFICER: Principal Bursar

LINKED DOCUMENTS: [Data Protection Policy](#)

Annual Review date: First meeting of Hilary Term

This privacy notice applies to users of The Access Platform

St John's College may share your personal data with The Access Platform, a third-party service provider that provides an online service that helps universities to communicate with prospective students through student-led conversations and content. To process your personal data when you use The Access Platform service, St John's College will primarily rely on your consent, which will be notified to you at the time. Depending on how you interact with The Access Platform service, St John's College may also rely on other legal grounds to process your personal data. This includes St John's College and The Access Platform's legitimate interests. For example, St John's College or The Access Platform will rely on its legitimate interests to anonymise or aggregate your data or to prevent or detect fraud of The Access Platform service. St John's College may also need to process your personal data to comply with a legal obligation or to protect your vital interests. For more information about how your personal data will be processed when using The Access Platform service St John's College suggests you see their [Privacy Notice](https://legal.theaccessplatform.com/privacy/privacy-notice) [link: <https://legal.theaccessplatform.com/privacy/privacy-notice>].

The Access Platform also uses cookies on St John's College's website and you can find out more about these cookies by visiting their [Cookie Policy](https://legal.theaccessplatform.com/cookies/cookie-policy/) [link: <https://legal.theaccessplatform.com/cookies/cookie-policy/>].

More information about Terms and Conditions on The Access Platform is [available here](https://help.theaccessplatform.com/en/articles/2721046-how-terms-conditions-work-on-the-access-platform) [link: <https://help.theaccessplatform.com/en/articles/2721046-how-terms-conditions-work-on-the-access-platform>].

The Default Data Protection Particulars of The Access Platform are:

The subject matter and duration of the processing of any personal data:

The Access Platform will hold Account information of Staff, Students and Prospective Students as well as text, photos, videos and chat conversation transcripts. This data will be processed by The Access Platform on behalf of the customer for as long as the customer wishes. The Access Platform reserves the right to delete data of Accounts that have been inactive for three years.

The nature and purpose of the processing of any personal data:

The Access Platform processes personal data in order to facilitate creation and sharing of content such as text, images and videos; communication services between users of the platform; and

provide a more personalized user experience.

The type of personal data being processed:

First name, second name, email address, profile picture, IP addresses, phone number, and nationality. Optionally, customers can also request the following information from prospective students who engage with them through the platform: Postcode, Date of Birth, and School Name.

The categories of data subjects:

University staff members, university students and prospective students.

HISTORY

Date of GB approval	Brief summary of changes	Confirmation that linked documents have updated if necessary	College policy register updated
Oct 2020	Generation of privacy notice	Confirmed	Yes (Sandra Campbell)
Jan 2021	Reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)