ST. HUGH'S COLLEGE, OXFORD

POLICY FOR SHARING DATA WITH SHC COLLEAGUES

Date Policy Ratified by Governing Body: TBC

Author/Responsible Officer: Andrew Clinch, Development Data Officer

Date to be reviewed by: TBC

Policy for Sharing Data with SHC Colleagues

On receiving a request for data from a non-Development SHC colleague, we will first consider whether all of the below conditions are met:

1. the colleague's planned use of the data fits into the purposes for which we have consent to process this data
2. the colleague's planned use of the data is sufficiently consistent with our team's priorities
3. we trust that the data will be handled responsibly, in line with all relevant regulations as well as our own internal practices and standards

If a request meets all of the above conditions, the Development Office may share data required for the purposes requested. Alternatively, if we feel it would be beneficial for us to have oversight of the use of data or the related interactions, we may choose to undertake the task or aspects of the task directly without sharing data, e.g., by contacting the constituent/s directly on the requestor's behalf.

If the request does not meet these requirements, we will **not** share data directly with the requestor. If and only if we feel that the request represents a use of data which our constituents are likely to find reasonable and/or beneficial, we may still be able to help directly, e.g., by sending out a message on the requestor's behalf, or obtaining permission from the data subject/s to share their information for this purpose.

Any decision to help with a data request is subject to the current capacity and priorities of the Development Office team. Please consult with Development colleagues as necessary before a decision is made. In the event of any questions, please in the first instance contact the Development Data Officer, or the College DPO.