



DATA PROTECTION STATEMENT: EVENT ORGANISERS

Statement regarding the use of personal information

Purpose	This Data Protection Statement explains how the College handles and uses information we collect about Event Organisers, and process the information we are given by Event Organisers.		
Author	SW	Date	14.03.2018
Replaces	New statement		
Approved by	Governing Body	Date	21.05.2018
Next Review date	Currently under revision		

Legal basis for collecting your personal information

1. This statement explains how Corpus Christi College (“we” and “our”) handles and uses information we collect about event organisers that use College facilities (“you” and “your”). In broad terms, we use your information to manage the event(s) we either host for you or otherwise provide facilities for, as well as to maintain our records of previous, current and future clients for events business for the College.
2. The controller for your personal information is Corpus Christi College, Trumpington Street, Cambridge, CB2 1RH. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd), 12B King’s Parade, Cambridge, 01223 768745, college.dpo@ois.cam.ac.uk. OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement.
3. The person within the College otherwise 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 Data Protection Coordinator, dpc@corpus.cam.ac.uk.
4. The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide events facilities and resources to you. We will retain your information for the periods stated below unless or until you request us to do otherwise.
5. 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.

How your information is used by the College, and how long we keep that information

6. We collect and process your personal information for the following purposes:
 - a. **maintaining clear contact information for the booking, provision and payment of services;**
and

We will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain this information in our events records for five years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirements). Where we have not hosted an event for you, we will retain the details relating to your initial enquiries of services for no more than two years.

- b. **providing you with details about future event provision services.**

While we retain your contact information, we will contact you about our services. You may unsubscribe from such communications at any time.

7. We also operate **CCTV** on our sites which will capture footage. Our CCTV policy can be viewed at <https://www.corpus.cam.ac.uk/our-policies-and-procedures>.
8. Please note that if you engage with us for any other purpose (e.g. you work for us, or volunteer for us), there are additional data protection statements that you will be provided with for those other purposes, usually at the first point of engagement.
9. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact the Conferences team (conferences@corpus.cam.ac.uk) in the first instance or Mrs Jenny Reavell, Data Protection Coordinator, Corpus Christi College, Cambridge (dpc@corpus.cam.ac.uk).

Who we share your data with

10. We may be subject to a legal requirement (with or without your consent) to share your personal information with some government agencies under special circumstances (e.g. relating to crime or health and safety), such as the police or security services or other statutory authorities with investigatory powers. Where possible, the College will notify you of its intention to share such information in advance.
11. We do not otherwise share personal information with third parties. If we are asked to share personal information with third parties, we would only do so with your explicit written consent. We would keep a record of any such requests, your consent, and the data passed to the third party.

Personal information of your delegates

12. The provision or management of your event by us might require you to provide us with personal information relating to your event delegates (such as name, dietary requirements, accommodation requirements). This may include the provision of sensitive personal

information. We will not retain this information for any longer than necessary for the provision of the specific event, which might require you to provide it on successive occasions. We will assume that you have obtained the consent from your delegates for us to hold their personal information for that purpose.

Your rights

13. You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information electronically to a third party (data portability).
14. Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them, for example where there is an overriding legal requirement to keep such data.
15. If you have questions or concerns about your personal information, or how it used, please speak to the relevant College staff in the first instance. If you need further guidance, please contact the Data Protection Coordinator (dpc@corpus.cam.ac.uk).
16. You can also contact The Data Protection Officer for the College at the Office of Intercollegiate Services Ltd (OIS Ltd), 12B King's Parade, Cambridge, 01223 768745, college.dpo@ois.cam.ac.uk.
17. If you remain unhappy with the way your information is being handled, or with the response received from us or the Data Protection Officer, 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/>).