



Selwyn College Cambridge

Conference & Event Organisers

This statement explains how Selwyn College (“the College”, “our”, “us” and “we”) handles and uses information we collect about event organisers (“you” and “your”) who use College facilities.

The controller for your personal data is Selwyn College, Grange Road, Cambridge CB3 9DQ. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS), 12B King’s Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk OIS 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.

The person 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 data, is the College Data Protection Lead, who can be contacted at bursar@sel.cam.ac.uk

How we use your personal information

In broad terms, the College uses your information to manage the event(s) we host for you, or otherwise provide facilities, as well as to maintain our records of previous, current and future clients for our conference and events business.

The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide accommodation, 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.

How we use your data

The College collects and processes your personal information for the following purposes:

A. To maintain clear contact information for the booking, provision and payment of events.

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

B. To provide you with details about future College events.

While we retain your contact information, we may contact you about our services and future College events we believe may be of interest to you. You may unsubscribe from such communications at any time by emailing conferences@sel.cam.ac.uk

We do not share personal information with third parties. If you have any concerns or queries about any of these purposes, or how we communicate with you, please contact us at conferences@sel.cam.ac.uk

Personal data of delegates of your event

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, or accommodation requirements). This may include the provision of special category data. 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 delegates may wish to review our privacy notice for 'Visitors and Guests' at: <https://www.sel.cam.ac.uk/about/finances-and-governance>

The College operates CCTV on its premises which will capture footage. Our CCTV policy can be viewed at: <http://www.sel.cam.ac.uk/wp-content/uploads/file/Policies/CCTV%20policy.pdf>

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact the Conference & Events Office: (conferences@sel.cam.ac.uk).

Your rights

You have the right: to ask the College 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). Some of these rights are not automatic, and the College reserves the right to discuss with you why it might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

College Data Protection Lead
Last updated: December 2021