



Selwyn College Cambridge

How we use your personal information

Visitors and Guests

This statement explains how Selwyn College (“the College”, “us” “we” “its”) handles and uses data it collects about visitors, guests and attendees of the College (“you” and “your”) for events and other reasons.

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 your data is used by the College

In broad terms, the College uses your information to manage your visit or the event(s) you are attending, including dinners and accommodation and other needs requested by you, as well as to maintain records of previous, current and future attendees for events management for the College.

The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide facilities and resources to you. In many cases, you will be providing the personal information to the College, alongside consent for us to use that information to provide for your needs or otherwise to provide you with an improved service while you are at the College. We will retain your information for the periods stated below unless or until you request us to do otherwise.

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 services.

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. We retain relevant information in our events records for up to 7 years after the most recent visit or event you attend. If you are a member of the College (including if you are a former student), we will provide the Development & Alumni Relations Office with your contact details in order for them to update their records, if you are happy for us to do this.

B. To provide you with necessary and preferred services.

Where relevant, the College will also collect data for the provision of services, your reason(s) for attending the event, your nationality and passport details, your car registration, your credit or debit card information and/or any service preferences you request specifically (e.g. room type, dietary requirements, access needs and other amenities requested). This may include you providing special category (sensitive) personal information. The College will not retain this information for any longer than necessary for the provision of the specific event or visit, which might require you to provide the information on successive occasions.

For guests who attend live streaming events, your images may appear in livestreaming/recordings and you will be advised of this when booking. Please refer to the College policy for Recording & Livestreaming College Events: <https://www.sel.cam.ac.uk/about/finances-and-governance>

The College also operates CCTV on its premises which will capture footage. Our CCTV policy can be viewed at: <https://www.sel.cam.ac.uk/about/finances-and-governance>

The College uses a SALTO lock system which controls some door access, which will by its nature, record movements in and out of some areas, though this is not its primary purpose. Like all data we store, this information is kept confidentially. Please contact the Head Porter (headporter@sel.cam.ac.uk) if you have any questions about the SALTO lock system.

We also operate wifi which can be accessed by College guests which retains device information (such as physical MAC address and IP address) and details of the IP address the device is connected to for limited periods.

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

While the College retains your contact information, we may contact you about future College events or new facilities we believe may be of interest to you. You may unsubscribe from such communications at any time by emailing conferences@sel.cam.ac.uk

D. To fulfil our legal obligations.

The College is required to keep for 12 months the names and nationalities of all those staying in College accommodation. In the case of nationals outside of the UK, Republic of Ireland and the Commonwealth, we must also keep a record of your passport details and next destination. We are also required to keep details relating to any financial transaction for a period of seven years.

The College will keep, until no longer required, the names and contact details of all those named in a College Incident, Near Miss or Accident Report.

Who we share your data with

We use the following third party services:

For some event enquiries we are partnered with The Cambridge Venue Company Limited (T/A 'Meet Cambridge'). Their privacy notice can be found at: <https://www.meet-cambridge.com/privacy-policy>

We use the services of Speedybooker.com for bed & breakfast bookings. Please see their terms and conditions: <https://www.speedybooker.com/en-GB/terms/> and their privacy notice:

<https://www.speedybooker.com/en-GB/privacy>

We may also use various contractors and suppliers (booked by us) to provide services in connection with your event. We will make you aware of such third parties in the course of organising your event.

Our room booking system (Mercury) and Electronic Point of Sale (EPOS) system which processes payments for items purchased through the Servery are processed by Accurate Solutions Ltd which has remote access permissions to our system and therefore access to the data contained therein. Their privacy policy can be seen at: <https://www.accurate-solutions.co.uk/privacy>

Additionally, in making your payment through these systems, your credit/debit card details are shared with our card handling agent Secure Hosting in order that the payment can be processed. We do not retain your card details as part of these transactions – they are stored by Secure Hosting. See: <https://www.securehosting.com>

We may use mailing agencies for online marketing and/or research purposes, including but not limited to the following, each of which has published a privacy notice as shown:

- MailChimp - https://www.surveymonkey.com/mp/privacy/?ut_source=footer%20o
- SurveyMonkey - https://www.surveymonkey.com/mp/gdpr/?ut_source=footer o

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).

We may also share your data with your event organiser.

Your rights

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). 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.

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact the College Data Protection Lead (bursar@sel.cam.ac.uk) in the first instance. If you are not happy with the response from us, you may contact the Data Protection Officer (college.dpo@ois.cam.ac.uk).

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

Updated: December 2021