

**Data Protection Statement: Event Organisers**

This statement explains how Selwyn College (“Selwyn” or “the college”) handles and uses information it collects about event organisers that use college facilities (“you” and “your”). In broad terms, the college uses your information to manage the event(s) it either hostss for you or otherwise provide facilities, as well as maintain its records of previous, current and future clients for events business for the college.

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 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 data, is the Bursar, Nick Downer, who may be contacted at bursar@sel.cam.ac.uk

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. The college will retain your information for the periods stated below unless or until you request it to do otherwise. The college collect**s** and process**es** your personal information for the following purposes:

1. maintaining 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 to it 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 its events records for five years after the most recent event hosed for you, and for seven years in its financial records (due to statutory requirements). Where the college has not hosted an event for you, it will retain the details relating to your initial enquiries of services for no more than two years.*

1. providing you with details about future event provision services.

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

# We do not share personal information with third parties. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

**Personal information of delegates of your event**

The provision or management of your event by the college might require you to provide it with personal information relating to your event delegates (such as name, dietary requirements, accommodation requirements. This may include the provision of sensitive personal information. The college 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. It will assume that you have obtained the consent from your delegates for it to hold their personal information for that purpose.

# The college also operates CCTV on its sites, which will capture footage. Its CCTV policy can be viewed at <http://www.sel.cam.ac.uk/wp-content/uploads/file/Policies/CCTV%20policy.pdf>

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/

*Last updated: May 2018*

*NJA Downer*