



Privacy Notice: Event Organisers

How we use your personal data

This privacy notice explains how Christ's College ("the 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, as well as maintain our records of previous, current and future clients for events business for the College.

The controller for your personal data is Christ's College, St Andrew's Street, Cambridge CB2 3BU. The designated Data Protection Officer appointed by the College under UK GDPR is Intercollegiate Services Limited (ISL, dpo@isl.colleges.cam.ac.uk).

Your primary contact for all data protection matters is the College Data Protection Lead (CDPL), dpa@christs.cam.ac.uk. This is the same address to contact if you want to exercise any of your data protection rights, including requesting copies of personal data the College holds about you, or making a complaint about how the College has managed your personal data.

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.

We collect and process your personal information for the following purposes:

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

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 records for four years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirements).

B. Providing you with details about future event provision services.

While we retain your contact information, we will not contact you about our services, unless you have opted in to doing so. You may unsubscribe from such communications at any time.

C. Provision and management of services for 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, accommodation requirements, etc.). 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, and no longer than 12 months unless agreed otherwise with you, 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.

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.

We also operate CCTV on our Domus site which will capture footage. Our CCTV policy can be viewed on our College website at <https://www.christs.cam.ac.uk/college-administrative-information-and-policy-documents>.

This privacy notice is reviewed regularly to reflect any changes to the College's processing activities, including further processing of personal data beyond original purposes. When changes are made to this privacy notice, we will publish the updated version on our website.

Your rights

You have the right to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal 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 questions or concerns about your personal information, or how it is used, please speak to the relevant College staff in the first instance. If you need further guidance or want to make a complaint, please contact the CDPL using the details given above.

If you remain unhappy with the way your information is being handled, or with the response received from us, 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/>).