



## JESUS COLLEGE CAMBRIDGE

### **Conference organisers and College guests**

#### **Data Protection statement**

This statement explains how Jesus College handles and uses data we collect in the course of booking, arranging and promoting conferences, events and accommodation.

The controller for your personal data is Jesus College Cambridge CB5 8BL. 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 Bursar, Dr Richard Anthony [bursar@jesus.cam.ac.uk](mailto:bursar@jesus.cam.ac.uk)

The legal basis for processing your personal data is that it is necessary in order for you to enter into a contract to provide conferences, events or accommodation. In the case of passport data, recording it is a legal requirement.

#### **The data that you provide and how the College uses it**

##### **Booking and provision of events and accommodation**

The Conference Office will enter your name, address, e-mail address and sometimes your phone number to its contact database. This is to confirm your booking and provide the services requested, including generating function sheets with your requirements in order to deliver your event and bill you for it afterwards. The database is not used for mailing purposes.

Information about the event and its attendees is retained for the current year plus 3 years. Basic billing information is retained for 7 years.

Enquiries made by e-mail are retained for two years. On confirmation of booking, details are transferred to the database. Details of regular guests may be retained for 3 years after their last booking.

##### **Providing a service to College guests**

If you stay or attend an event at the College, we may record your car registration, your credit or debit card information and any service preferences you request specifically (e.g. room type and amenities requested). If you have specific dietary or support needs we will retain this information as part of your booking on that occasion, but will not retain this information about you as on an individual basis.

The College is required to keep for 12 months the names and nationalities of all those staying in 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 also operate CCTV on our site, which may capture footage of you and your vehicle. Our CCTV policy can be viewed at [\[\[URL\]\]](#).

### **Mailing, promotion and advertising**

The College operates a Mailchimp account to keep customers informed of forthcoming events and offers. Sign-up is via the Conference website. Information held comprises of names and e-mail addresses and the mailing list to which the client subscribes. It operates by consent and active sign-up and consent may be withdrawn at any time.

### **Your rights**

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data 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.

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