

# How we use your personal information

## -- *Event organisers*

This statement explains how Fitzwilliam College (“we” and “our”) handles and uses information we collect about event organisers (“you” and “your”) that use College facilities. 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.

When changes are made to this statement, we will publish the updated version on our website at <https://www.fitz.cam.ac.uk/about/official-information/data-protection> and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal data is Fitzwilliam College, Storey’s Way, Cambridge, CB3 0DG. The person responsible for data protection within the College at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the College Data Protection Officer, who is the Bursar, [bursar@fitz.cam.ac.uk](mailto:bursar@fitz.cam.ac.uk). The statutory Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd) [12B King’s Parade, Cambridge; 01223 768745; [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk)]. The Bursar should be contacted if you have any concerns about how the College is managing your personal data, or if you require advice on how to exercise your rights as outlined in this statement. If you are still dissatisfied after the College’s response, you should contact the statutory Data Protection Officer.

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

This statement should be read in conjunction with the separate statements for College visitors and website users, which are available at <https://www.fitz.cam.ac.uk/about/official-information/data-protection>.

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 events records for five years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirements). Where we have not hosted an event for you, we will retain the details relating to your initial enquiries of services for no more than two years.*

- B. providing you with details about future event provision services.

*While we retain 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 us might require you to provide us with personal information relating to your event delegates (such as name, dietary requirements, accommodation requirements). 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, which might require you to provide it on successive occasions, or to fulfil our legal obligations. For further details, delegates should see our Data Protection statement for College visitors at <https://www.fitz.cam.ac.uk/about/official-information/data-protection>. We will assume that you have obtained the consent from your delegates for us to hold their personal information for that purpose.

We operate CCTV on our premises, which will capture footage. Our CCTV policy can be viewed at: <http://www.fitz.cam.ac.uk/about/official-information/data-protection>.

You should also familiarise yourself with the College's Filming & Photography on College Premises Policy at <http://www.fitz.cam.ac.uk/about/official-information>.

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; 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/>.

*Last updated: 24 May 2018*