

Conferences, Events and Academic Programme Data

| ID. | Category of personal data | Source of the data | Why we process it | How long we keep this data | Our lawful basis for processing | Details relating to lawful basis (where applicable) | Our basis for processing special category and/or criminal conviction data | Special category or criminal conviction data processing - details (where appropriate) |
|------|---|--|---|--|---|--|---|--|
| CON1 | Contact details (including names, current addresses, telephone numbers) | We obtain this data from you. We obtain data from third parties e.g. where someone is organising an event that involves you as a speaker. | In order to communicate with you about the academic programme, conference or event you have expressed an interest in, may have an interest in or have organised/attended. | 4 years. However, if you have requested addition to our communications lists, in order to be notified of future events and opportunities, we will continue to hold your contact details: while an academic programme is active; or until you tell us you no longer wish to be contacted; or time has passed such that we are no longer certain that you wish to continue to receive messages and we are unable to obtain renewed confirmation from you that you do. By attending an academic programme event you are effectively joining the programme and the fact of your attendance or involvement will be noted on your academic programme record while the programme is active. Indefinitely where your contact details are contained within a event report posted on the college website. | Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms You have given your consent to the processing for one or more specific purposes | Where you have expressed an interest in events and conferences, processing is necessary in order to enable us to enter into relevant contracts with you or to take relevant preparatory steps. The College has a legitimate interest in maintaining a record of its event activities and bookings for year on year revenue growth comparisons and to facilitate repeat bookings. The College also has a legitimate interest in processing your personal contact data for the purposes of marketing additional programme events to you, where appropriate, and in line with other regulatory and legislative regimes. Where you have written an event report for the college website and it contains your contact details, we will post the report with your consent. | N/A | N/A |
| CON2 | Security records, including CCTV records, access control records, guest vehicle registrations and records of keys issued. Accident reports and health and safety records. | We generate this data about you | To monitor the attendance of people on college premises, as part of the college's safety and security arrangements. | CCTV records: 30 days. Captured images from incidents are kept for up to 12 months. Access control logs: 1 year. Guest vehicle registrations: 1 year Accident reports and health and safety records: 7 years. If incidents are mentioned during Governing Body meetings, the minutes will be retained in the college archive in perpetuity. | Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for compliance with a legal obligation. | We, you, and college residents have a legitimate interest in restricting access to college property to authorised persons, monitoring the attendance of people on college premises, and maintaining a record of incidents occurring on college property, as part of the college's safety and security arrangements. In some cases, the College is obliged to record and report accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. | Substantial public interest under the UK Data Protection Act 2018 | The College processes special category information in pursuit of our functions and under health and safety legislation, and for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the College or the data subject in connection with employment, social security or social protection. The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes. |
| CON3 | Records of College events and conferences in which you have expressed an interest, or for which you have registered for and/or attended. | We generate this data about you | To enable the proper management of college events, to ensure that we have an accurate record of attendance at college events and to enable us (where permitted) to inform you of additional events which may be of interest to you. To assess the effectiveness of, and inform the planning of, future events. Also to provide attendance certificates where appropriate. | 4 years. If you are an alumnus, the fact of your attendance or involvement may be noted in your alum record. (Please refer to the data register and privacy notice relating to alumni for further details as to what data we hold for alumni.) By attending an academic programme event you are effectively joining the programme and the fact of your attendance or involvement will be noted on your academic programme record while and academic programme is active. When the data is used to assess the effectiveness of events, it may be referenced in college managerial documents and held in the college archive in perpetuity. | Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms | To the extent that your attendance is based on a contractual relationship, processing is necessary for the performance of that contract or as part of preparatory steps prior to entering into that contract. For other events, we have a legitimate interest in understanding who will be attending college events for organisational, health and safety and similar purposes. Further, the College has a legitimate interest in recording this information, in order to assess the popularity and impact of events, plan future events and make details of planned events available to parties likely to be interested in attending (where permitted by relevant regulatory and statutory regimes). | N/A | N/A |

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| CON4 | Information about your health, dietary requirements and/or disabilities | We obtain this data from you | When we consider what reasonable adjustments to make, or we need to take account of any dietary requirements you have (whether for medical or belief reasons), when planning for your attendance at events and conferences. | 4 years. | Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms | Processing is necessary for compliance with equality law, and/or food safety law. We also have a legitimate interest in ensuring that you receive an appropriate service and treatment in your interactions with us. | Substantial public interest under the UK Data Protection Act 2018 | Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations. |
| CON5 | Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements. | We generate this data about you | To have a record of information supplied in the interests of good administration and also to meet legal and regulatory requirements. | This data will be retained for a period of 7 years from the date the record was generated unless there is compelling justification for the data to be retained for longer (e.g. in connection with legal advice). | Processing is necessary for compliance with a legal obligation | N/A | Substantial public interest under the UK Data Protection Act 2018 | Where it processes special category or criminal conviction data, the processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations. |
| CON6 | Opinions and comments made by you on College events, as expressed in communications with the College (to the extent recorded). | We obtain this data from you | The views and concerns of attendees at our events help to guide the planning of future activities. | Comments regarding forthcoming events may be held until the event has occurred. The the extent that they are used to inform the planning of additional events, they may be referenced in College managerial documents and held in the College Archive in perpetuity. | Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms | The College has a legitimate interest in proactively managing our events programme. | N/A | N/A |
| CON7 | Financial information including bank/building society account numbers, sort codes, credit/debit card numbers, invoices and outstanding payment information. | We obtain this data from you | As part of taking payments (including deposits and balances) for events and conferences, providing invoices, pursuing outstanding amounts and reimbursing you for expenses incurred. | 6 years from end of the financial year in which the transaction occurred. | Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract | N/A | N/A | N/A |
| CON8 | Correspondence with you. | We obtain this data from you | To hold an accurate record of our communications with you. | Correspondence will ordinarily be held for its useful life, and the majority will be deleted once an academic programme is no longer active or within 6 years of receipt. However, where the content of communications continues to inform College activity, copies may be kept longer. | Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms | The College, and you, have a legitimate interests in the College holding a full record of our correspondence with you, which can be referred back to as required. | N/A | N/A |
| CON9 | Photographs, podcasts and videos taken during events and conferences. | We generate this data about you | To maintain a record of College events, including entry of materials into the College archive. Images and videos are also used to advertise activities within the College, both internally and externally, in circumstances where any required consents have been obtained. | Permanently | Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms You have given your consent to the processing for one or more specific purposes | The College has a legitimate interest in maintaining a record of College life, and in marketing college facilities and opportunities. When we wish to post photos or videos on our digital platforms (website and social media channels), we will obtain your consent. | N/A | N/A |

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| CON10 | Conference room bookings (overnight guests), including names, contact details, ages, and disability details. | We obtain this data from you We generate this data about you | As part of the administration and management of College property. | For 2 years following the booking or longer if payments/refunds are outstanding. | Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms | The College has a legitimate interest in the proper management of college facilities, in maintaining the security of College premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking College facilities. | Substantial public interest under the UK Data Protection Act 2018 | Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations. |
| CON11 | Records of internet usage (including IP and MAC addresses connecting to wifi, records of sites visited, time and date of visit). | We generate this data about you | Records of internet usage are required to assist with troubleshooting and to monitor malicious network traffic and suspected access of illegal materials, copyright infringements and/or violations of University/College IT regulations. | Internet usage records are kept until users' IT accounts are deactivated. | Processing is necessary for performance of our contract with you Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms | The College has a legitimate interest in keeping records of websites visited and activity to assist with IT security. Keeping such records is also necessary to comply with the College's security and accountability obligations under data protection laws. | N/A | N/A |
| CON12 | Records of requests and bookings for conferences and events, including records of any decisions the College makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers. | We obtain this data from you We generate this data about you Third party | As part of the management of event bookings and to comply with our legal obligations. | Records will ordinarily be held for their useful life, and the majority will be deleted once the conference, event or academic programme is no longer active. However, where the records continues to inform College activity, they may be kept longer. | Processing is necessary for compliance with a legal obligation | The College has a legal obligation to take steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers. | Substantial public interest under the UK Data Protection Act 2018 | Where it processes special category data and/or criminal conviction/allegation data for these purposes, the College is exercising functions conferred under the the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law. |
| CON13 | Photocopies of passport pages relevant to right to entry to the United Kingdom. | We obtain this data from you | As part of the College's process for overseas speakers and attendees at events and to comply with our legal obligations. | Until the end of your visit to the College. | Processing is necessary for compliance with a legal obligation | The College has a legal obligation to take steps as are reasonably practicable to ensure compliance with immigration law. | N/A | N/A |

| Version Control | | |
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| Version | Date | Notes |
| v.1.0 | 25.5.2018 | |
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