



How we use your personal information

Data Protection Statement- Event organisers

This statement explains how Newnham 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 information is Newnham College, Sidgwick Avenue, Cambridge CB3 9DF. The 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]. OIS Ltd. 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 information is the Bursar, data-protection@newn.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. 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 events records for seven 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.

Although we manage your data within College, we do use cloud-based storage systems such as Kinetic and SunSystems for data management and accounts processing. 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. We will assume that you have obtained the consent from your delegates for us to hold their personal information for that purpose. Your delegates may wish to review our Data Protection Statement for College Visitors and Guests for reference.

We also operate CCTV on our site, which will capture footage. Our CCTV code of practice can be viewed within the College Policies and Procedures available at <https://www.newn.cam.ac.uk/about/governance-documents/>. The College also has a SALTO lock system which controls door access and registers each use of an access card. Data from the SALTO lock system may be used to determine who has accessed an area in the event of an issue with a room. Like all data we store, this information is kept confidentially. Please contact the Head Porter bob.watson@newn.cam.ac.uk if you have questions about the CCTV or SALTO lock systems.

Wifi is available across our sites, which is accessible to members of the College and guests. This is managed by the University Information Service (UIS) who retain netflow logs, IP addresses, device MAC addresses, device type and OS, username, home institution for eduroam (if not Cambridge), connection method and device network capability, location data, including connection location (which AP) and usage data (e.g. data transmitted/received) for 90 days.

Your rights

You have the right: to ask us 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 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 information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

*Last updated: June 2023
Elizabeth Ennion-Smith
Newnham College*