Robinson College's Events Terms and Conditions

Filming and photography

Please be aware that there may be filming and/or photography at some events which will be shared on our websites and may be published in official College materials and on the College's social media platforms. Any guests who do not wish to be filmed or photographed should inform a member of staff on the day.

Refunds and cancellations for alumni events and other Robinson College events

- The Development Office reserves the right to cancel an event due to low bookings or other circumstances which would make the event non-viable.
- If the Development Office cancels an event, guests will be offered a full refund.
- Should circumstances arise that result in the postponement of an event, guests will have the option to either receive a full refund or transfer registration to the same event at the new, future date.
- Bookings may be cancelled, with a full refund, either before event registration is closed or up to two weeks before the event (whichever is the later). All refund requests must be made by the original booker. If your cancellation request comes after this time, the Development Office reserves the right to offer only a partial, or no, refund.

Please note that refunds will not be given to guests who do not turn up to an event on the day.

Cancellations will be accepted via phone or e-mail.

Please do inform us if you are unable to attend an event, no matter how late, as demand for places may be high.

Unfortunately, once you have made your booking our online system does not allow changes to your selections or details. Please call +44 (0)1223 339118 to amend your booking and we will be happy to assist you.

The above policies apply to all Development Office events unless otherwise noted in the corresponding event details. Please read all individual event information thoroughly.

The Development Office offers online booking for all their events; however, we also accept payment by cheque (made payable to 'Robinson College') or cash, alongside a covering letter or downloaded booking form. If you intend to bring a guest, please include their details with the booking.

Data Protection

When you provide personal information to confirm your booking, then we consider you are entering into a contract for us to provide facilities and resources to you necessary to complete the contract. The purposes include maintaining clear contact information for the booking, provision and payment of services; providing you with necessary and preferred services; and fulfilling our legal obligations. Where the event is held outside Robinson this may include providing a guest list with your name only to the venue, for purposes of event security.

Where you are a supporter or alumnus/a of Robinson College, we intend to maintain a lifelong relationship, so personal data provided for your event booking will also be processed in accordance with the Robinson College Alumni Supporters and Privacy Notice. As a supporter or alumnus/the legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, and Your personal information is securely held within the College and will be used only for the benefit of Robinson College and its members. Robinson College is the data controller under the Data Protection Act 1998 in respect of your personal data, which is collected for the following purposes: the data will be used for a range of alumni relations activities, fundraising programmes (which may include direct marketing), and the sending of College publications and the promotion of benefits and services available to alumni. You are able to exercise your right to deletion or amendment of your personal data at any time.

Very occasionally the College may disclose your personal data to individuals located outside the European Economic Area (EEA) who assist with the purposes set out above for the benefit of Robinson. These individuals include alumni volunteers organising events or engaging in fundraising. By providing your details you consent to the transfer of those details.

Details of management of your personal data and your rights are outlined in full in the Robinson College Alumni Supporters and Privacy Notice found at:

Data Protection | Robinson College: https://www.robinson.cam.ac.uk/college-life/documents-and-policy/data-protection

If you have concerns or questions about how we manage your personal data, or how we will use your contribution, please contact us using the details below.

Robinson College Development Office: Telephone: 01223 339 118 Email: development-office@robinson.cam.ac.uk