

## **Event booking terms and conditions**

### **Filming and photography**

Please be aware that there may be filming and photography at some events which will be shared on our websites and may be published in official College materials. 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 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.
- You may cancel your booking up to seven working days before the event, beginning on the day you receive your confirmation letter or email. You will receive a full refund of the price paid for the booking.
- All refund requests must be made by the person who made the original booking
- 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. If your booking was made online, please enclose a copy of your online confirmation email including the reference number.
- Once you have made your booking, our online system does not allow changes to your selections or details. Please call +44 (0)1223 339037 to amend your booking and we will be pleased to assist you.
- These above policies apply to all Development 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, if you wish to pay by cheque please download the booking form and send it to us enclosing a cheque made payable to 'Robinson College' for the correct amount. Please remember: If you are bringing a guest please include their details (college, subject and matriculation if applicable).
- We would be grateful if you would inform us if you are unable to attend an event, no matter how late, as demand for places may be high.

### **Data Protection**

Robinson College intends to maintain a lifelong relationship with you. 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. 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.

Full details of our management of your personal data and your rights are outlined in full in our data protection statement at: <http://www.robinson.cam.ac.uk/alumni/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](mailto:development-office@robinson.cam.ac.uk)