



Robinson College Event Organisers Privacy Notice

How we use your personal information

This statement explains how Robinson 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.

The controller for your personal information is Robinson College, Grange Road, Cambridge CB3 9AN. The person 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 College Data Protection Lead, (Nick Milne, College Steward, data.protection@robinson.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, which includes 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 after the enquiry date.

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.

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.

Who we share your data with

The College is an active participant on some social media platforms as follows:

- We regularly “Tweet” and post to Facebook and Instagram. We follow a number of other contributors and may repost as appropriate. We assume you consent to this by participating on the same platform and enabling us to follow you.
- For your event, we may discuss with you social media opportunities and would always seek your consent. You delegates can then choose whether or not to participate.

We use online third party services as follows:

- Our booking system provider Kinetic Solutions Ltd which has remote access permissions to our system and therefore access to the data contained therein has published the following privacy policy <https://www.kineticsolutions.co.uk/privacy-policy?hsCtaTracking=40827e65-b5e8-4428-a6a1-7172e1951a39%7C43140f9a-0dd2-4b9f-97cd-c9b11792d2ab>
- Our EPOS system provider Accurate Solutions Ltd which has remote access permissions to our system and therefore access to the data contained therein.



- Third party mailing agencies for online marketing and or research purposes including but not limited to those listed below, each of which has published a privacy notice as shown:
 - MailChimp - <https://mailchimp.com/legal/privacy/>
 - SurveyMonkey - https://www.surveymonkey.com/mp/gdpr/?ut_source=footer
 - VEBack - http://www.venueexperience.co.uk/privacy_policy.html,
- Contractors and suppliers providing services to/for you (booked by us) in connection with your event. We will make you aware of such third parties in the course of organizing your event.

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 retain this information for the same duration as the event details. We will assume that you have collected such information lawfully and that delegates are aware of the information you give to us and its purposes. This might require you to direct them to our Visitors and Guests Privacy Notice: http://www.robinson.cam.ac.uk/sites/production.robinson.cam.ac.uk/files/siteassets/college_life/Robinson%20College%20Visitors%20Privacy%20Notice.pdf.

We also operate CCTV on our estate, which will capture footage. Our CCTV policy can be viewed at http://www.robinson.cam.ac.uk/sites/production.robinson.cam.ac.uk/files/siteassets/college_life/Robinson%20CCTV%20Policy%202017.pdf.

The College also takes photographs of some of its events for general promotional purposes. We will always seek your consent before doing so and provide the opportunity for delegates to opt out of being featured. Such images are widely used within the College, on the College website and in promotional material and may therefore be on public display.

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/>.

*Published: May 2018
Nick Milne, College Steward
Alexis Moreau, Conference & Catering Manager*