



ST JOHN'S COLLEGE UNIVERSITY OF CAMBRIDGE

PRIVACY NOTICE: HOSPITALITY AND EVENTS

This statement explains how the Catering Department of St John's College processes information we collect about visitors, guests, those attending catered events in the College, and event organisers. In broad terms, we use your information to manage your visit or the event(s) you are attending or are hosting for you or otherwise providing facilities, including dinners and accommodation and other needs requested by you, as well as to maintain our records of previous and current attendees for events management for the College.

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is Intercollegiate Services Ltd, 64 Bridge Street, Cambridge, CB2 1UR; 01223 768745; dpo@isl.colleges.cam.ac.uk.

ISL 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 data, is the College Data Protection Lead, St John's College, Cambridge, CB2 1TP; 01223 338631; dataprotection@joh.cam.ac.uk.

This statement should be read in conjunction with the [separate statement for website users](#).

WHAT DATA ARE PROCESSED, AND WHY?

The legal basis for processing your personal data is the contract that exists between the College and event organisers and attendees, for us to provide facilities and resources. In many cases, you will be providing the personal information to us alongside consent for us to process any data about dietary requirements or other health and accessibility needs. We will retain your information for the periods stated below unless or until you request us to do otherwise.

A. Maintaining contact information for the booking, provision and payment services.

We will hold your name, address, email address, phone number and other relevant details to maintain contact with you to provide you with services, manage their delivery and bill you for them.

B. Providing you with services.

We will collect data including your reasons for attending the event, your nationality and passport details, your car registration, your credit or debit card information, any service preferences you request (e.g. room type, dietary requirements, amenities requested). This may include you providing special category personal data, which for dietary requirements is processed on the basis of explicit consent. Where this data is provided by an event organiser, they must obtain your consent for the data to be shared with us.

C. Fulfilling our legal obligations.

The College is required to record the names and nationalities of all those staying in accommodation and in the case of nationals outside of the UK, Republic of Ireland and Commonwealth, we must also keep a record of your passport details and next destination.

We operate CCTV on site. A separate Privacy Notice applies to this data, and can be found [on the College website](#).

WHERE DOES THE DATA COME FROM?

The personal data held are those supplied by the data subject or event organiser at the time of booking, together with any further requirements or instructions that the customer supplies to the College.

SHARING WITH THIRD PARTIES

Bookings are made externally on a commercial system called SpeedyBooker, and its privacy notice can be consulted [here](#). A subset of data is stored on the College's event management system and accessed by College departments who administer aspects of your booking. We do not pass personal data to any third party or send it outside the European Economic Area.

RETENTION OF DATA

We retain relevant information in our events records for up to seven years after the most recent visit or event you attend, or which we have hosted for you. If you are a member of the College (including if you are a former student) we will provide our Development Office with your contact details in order for them to update their records, if you give permission for us to do so.

We will not retain special category data for any longer than necessary for the provision of the specific event or visit, which might require you to provide it on successive occasions.

Names and nationalities, passport details and next destinations are retained for twelve months. The College is also required to keep details relating to any financial transaction for a period of seven years.

RIGHTS OF THE DATA SUBJECT

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.

If you have concerns or questions your personal data, or how it is used, in the first instance please contact the [Director of Hospitality and Catering](#).

If you have concerns about how we communicate with you, please contact us at the addresses given above.

You retain the right at all times to raise issues with the College Data Protection Lead, or with the Information Commissioner's Office.

If you remain unhappy with the way their information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

January 2018

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