

## How we use your personal information

### Event Organisers

This statement explains how the College (“we”, “us” and “our”) handles and uses data we collect about event organisers that use College facilities (“you” and “yours”). 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 Sidney Sussex College, Cambridge CB2 3HU. The Data Protection Officer for the College is the Office of Intercollegiate Services Limited (ISL), 64 Bridge Street, Cambridge CB2 1UR; 01223 768745; [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk)). ISL 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 College Data Protection Lead. All correspondence relating to this Data Protection Statement must be addressed to the College Data Protection Lead, Sidney Sussex College, Cambridge CB2 3HU or [DataProtection@sid.cam.ac.uk](mailto:DataProtection@sid.cam.ac.uk).

The legal basis for processing your personal information is that such processing is necessary in order for you to enter into a contract to provide facilities and resources to you. In many cases, you will be providing the personal information to us alongside consent for us to use that information to fulfil the terms of such contract. We will retain your information for the periods stated in our Data Retention Statement, which is available on the College’s website, <https://www.sid.cam.ac.uk/about-sidney/published-information/data-protection-and-freedom-information>, 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 services**

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 relevant information in our events records for six 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.

We use third party services to collect personal data for internal event organisation, internal and external event registration, and for accommodation bookings. The third party services we use are all GDPR compliant. 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.

## **C. 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 retain this information for only as long after the provision of the specific event as required by our Data Retention Schedule, 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.

We also operate CCTV on our properties, which will capture footage. The operation of CCTV by the College is regulated by a Policy, published on the College's website.

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 questions, concerns or complaints about your personal information, or how it used, you can contact the College Data Protection Lead, Sidney Sussex College, Cambridge CB2 3HU or [DataProtection@sid.cam.ac.uk](mailto:DataProtection@sid.cam.ac.uk). You retain the right at all times to lodge a complaint about

our management of your personal information, or our handling of your concerns, with the Information Commissioner: <https://ico.org.uk/concerns/>.

Date of last review: June 2025

Author: College Data Protection Lead