



Data Protection Statement of Sidney Sussex College: College Visitors and Guests

This statement explains how Sidney Sussex College handles and uses information we collect about visitors, guests and event attendees of the College.¹ In broad terms, we use your information to manage your visit or the event(s) you are attending, including dinners and accommodation and other needs requested by you, as well as to maintain our records of previous, current and future attendees for events management for the College.

The Data 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 Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS 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.

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 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 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 five years after the most recent interaction (visit or event you attend, or correspondence with you). If you are a member of the College (including if you are a former student), we may provide our Development and Membership Office with your contact details in order for them to update their records.²

- B. providing you with necessary and preferred services.

Where relevant, we will also collect data for the provision of services, your reason(s) for attending the event, your nationality and passport details, your car registration, your credit or debit card information and/or any service preferences you specifically request (e.g. room type, dietary requirements, individual amenities). This may include you providing "sensitive personal information" under the terms of data protection law. We will not retain sensitive personal information for any longer than necessary for the provision of the specific event or visit: this may require you to provide it on successive occasions.

¹ In the rest of this document, "the College", "we" and "our" refer to Sidney Sussex College; and "you" and "yours" refers to visitors, guests and event attendees of the College.

² Please refer to our data protection policy: <https://www.sid.cam.ac.uk/aboutus/publications/dataprot/>

- C. providing you with details about future College events.

During the period in which we retain your contact information, we may contact you about future College events, which we believe may be of interest to you, providing you have given us explicit consent to do so. Consent may be withdrawn at any time by contacting the College.

- D. fulfilling our legal obligations.

The College is currently required to retain for 12 months the names and nationalities of all those staying in accommodation. In the case of nationals of countries other than the UK, Republic of Ireland and the Commonwealth, we must also keep a record of your passport details and next destination. The College is also required to keep details relating to any financial transaction for a period of seven years.

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.³

The College as Data Controller may share personal information with third parties, who are in a contractual relationship with the College as "Data Processors". A Data Processor may not process personal information other than on behalf of the Data Controller. The relationship between the College, and each Data Processor, is regulated by a Data Processing Agreement, which ensures compliance with data protection law.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact the College.

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/>.

Date: May 2018
Author: College Data Protection Lead
Review: September 2018 (and yearly thereafter)

³ <https://www.sid.cam.ac.uk/aboutus/publications/dataprot/>