



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### -- *College visitors and guests*

This statement explains how Downing College (“we” and “our”) handles and uses information we collect about visitors, guests and attendees at College organised events (“you” and “your”). 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 or on your behalf, as well as to maintain our records of previous, current and future attendees for events management for the College.

The controller for your personal information is Downing College, Cambridge, CB2 1DQ. 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 Data Protection Officer. Please contact us at [data.protection@dow.cam.ac.uk](mailto:data.protection@dow.cam.ac.uk) if you have any questions about this statement or how we manage your personal data.

Unless otherwise stated below, 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/or resources to you. In many cases, you will be providing the personal information to us alongside consent for us to use that information to provide for your needs or otherwise to provide you with an improved service while you are at the College. 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 some or all of 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 **seven years** after the most recent visit or event you attend. However, if you are a member of the College (including if you are a former student), we will provide our Alumni and Development Office with your contact details in order for them to update their records, unless you instruct us otherwise.*

#### **B. Providing you with necessary and preferred College event services**

*Where relevant, we will also collect for the provision of services, your reason(s) for attending the College event, your nationality and passport details, your car registration, your credit or debit card information and any service preferences you request specifically (e.g. room type, dietary requirements, amenities requested). This may include you providing sensitive personal information. We will not retain this information **for any longer than 18 months** after the provision of the specific event which might require you to provide it on successive occasions.*

### C. Providing you with details about future College events

*While we retain your contact information, we will contact you about future College events we believe may be of interest to you, providing you have given us explicit consent to do so. The legal basis for processing your personal information for this purpose is your consent for us to hold the data you give us and this consent may be withdrawn at any time.*

*The Heong Gallery and Downing Arts wish to keep visitors informed of forthcoming exhibitions, art events and performances. If you leave your name and e-mail address during a visit this will be added to a mailing list which is held in a Mailchimp account. These lists operate by consent which you may withdraw at any time.*

### D. College visitors and guests with dining privileges

*Personal data we collect about you may include:*

*i) your personal details, including name, title, qualifications, date of birth, contact details (phone, email, postal, both work and personal), sabbaticals, photograph and dietary requirements; use of publically available information, such as biographical data and academic achievements, etc.*

*ii) your current and any previous role descriptions (including any University roles and previous jobs);*

*iii) details of any dining privileges (including partner's name and contact details, and dietary requirements);*

*iv) contributions to College life including the SCR, Committee membership, College Offices, clubs and societies, and any other formal or informal connection you may have with the College.*

*The records of visitors and guests with dining privileges will be considered for retention as part of the College's historical record and if retained will be stored securely in the College Archive for the lifetime of the College. Access is restricted during the lifetime of the individual. Special categories of personal data, such as dietary requirements, will not be retained **for any longer than 18 months** after the provision of the specific dining event which might require you to provide it on successive occasions.*

### E. Fulfilling our legal obligations

*The College is required to keep for **12 months** the names and nationalities of all those staying in accommodation. In the case of nationals outside of 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 property, which will capture footage. Our CCTV data protection statement can be read here: [https://www.dow.cam.ac.uk/sites/default/files/dps\\_surveillance\\_cctv\\_0.pdf](https://www.dow.cam.ac.uk/sites/default/files/dps_surveillance_cctv_0.pdf)

We do not share personal information with third parties. 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.

### Your rights

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 Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

*Last updated: April 2020  
Downing College Data Protection Team*

## Version control

<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Author</b>
August 2018	Draft	Reviewed by Head of Conference Services	Records & Information Manager
September 2018	1.0	Publication	Records & Information Manager
April 2020	1.1	Reviewed by Head of Conference Services and the Director of Development & Engagement	Records & Information Manager