



Wadham College Privacy Notice: Further information on conferences and events

This document provides further detail on the way that personal data collected in connection with conferences and events is processed by the College. It forms part of, and should be read in conjunction with, the privacy notice of Wadham College, available on the [College's GDPR webpage](#).

In this notice Wadham College may also be used to mean its subsidiaries and affiliates Wadham College Services Ltd, Wadham College Design & Build Ltd, and Boathouse Consortium Ltd.

Below is the further information for the relevant sections in the master Privacy notice (section number provided in brackets).

1. How we obtain your data (Section 5)

Data that we hold on you may come from different sources: we might receive it from you; we might create it ourselves, or we might receive it from a third party.

Categories of data that we collect, store and use include (but are not limited to):

- Contact details that you provide to us, including names, addresses and telephone numbers.
 - Details of event organisers and guests, including details of organisations represented and event purpose.
 - Financial information including your details of invoicing and outstanding payments (including payment information such as credit card or banking payment information) for facilities and services provided by the College at your request.
 - Room and meal booking information, including any medical issues and/or disabilities that you have notified to us.
 - Dietary requirements.
 - Photographs, audio and video recording of events (where applicable).
 - Computing and email information, including Guest login information (IP address(es), devices connected, traffic monitoring data).
 - CCTV records, access control records, guest vehicle registrations and records of keys issued.
 - Details of event speakers.
 - Data that we generate about you for the purpose of delivering a function or service that has been booked.
 - Records of events and conferences that you have enquired about, expressed an interest, registered for or attended.
 - Records of security incidents, accident reports and health and safety records.
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- Opinions or comments made by you about events at the College.
- Records relating to individuals who have, or intend to be, married in the College Chapel, including names, marriage dates, occupation, wedding preferences and plans.

Further categories of data that we hold in relation to attendees, organisers and others involved in conferences and events are set out in a full record of our processing activity available from the Data Protection Officer of the College (see section 4 below).

2. Details of our processing activities, including our lawful basis for processing (Section 9)

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purpose(s).

Data that you provide to us and the possible consequences of you not providing it

Most data that you provide to us is processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

- Financial information, as listed above, must be provided as part of any contract between us for the provision of services or access to facilities.
- Details of event organisers and guests, including details of organisations represented and event purpose must be provided to us under the contract in place between us, in order that we can properly manage Wadham College facilities and ensure that our facilities are not used to further illegal or inappropriate aims.

We also process personal data for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. For example, the College has a legitimate interest in granting appropriate access to its property and for gauging the value of future activities.

The consequences for any failure to provide such data will depend on the particular circumstances. For example, a failure to provide the relevant financial information will mean that we are unable to process any payment from you and may not be able to enter into the relevant contract with you. A failure to provide accurate organisation and purpose details for events may mean that we choose not to enter into the relevant contract with you, or that an event in progress is not permitted to continue.

Some data that you give to us is provided on a wholly voluntary basis – you have a choice whether to do so. Examples include:

- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when allocating appropriate accommodation to you.

Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we generate about you, such as when communicating with you, receiving your requests, orders and/or payments;
- Guests attending the relevant conference and/or event;
- Third parties with an interest in the activities of your organisation;

Where Special Category data or data relating to criminal convictions or allegations is processed, this will be as set out in the Wadham College Privacy notice. Our grounds for processing Special Category data are

provided in a detailed record of our processing activity available from the Data Protection Officer (see Section 4 below).

3. How long we keep your data (Section 12)

We retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including for the purpose of satisfying any legal, accounting or reporting requirements.

The retention period, will depend on the category of the data. As a general guide, our expected retention periods are as follows:

Expected retention period	Data
30 Days	CCTV records are held for 30 days. *CCTV records relating to accidents, security incidents or health & safety records may be retained for up to 7 years.
12 Months	Records of events and conferences that you have enquired about, expressed an interest, registered for or attended.
	Contact details that you provide to us, including names, addresses and telephone numbers.
	Details of event guests, including name, gender, age, details of organisations represented and event purpose.
	Dietary requirements.
	Computing and email information, including Guest login information (IP address(es), devices connected, traffic monitoring data).
	Room and meal booking information, including any medical issues and/or disabilities that you have notified to us.
7 Years	CCTV records relating to accidents, security incidents or health & safety records may be retained for up to 7 years.
	Details of event organisers, including name, contact details, details of organisations represented and event purpose, including any correspondence with you.
	Financial information including your details of invoicing and outstanding payments (including payment information such as credit card or banking payment information) for facilities and services provided by the College at your request.
	Records of security incidents, accident reports and health and safety records.
	Details of event speakers.
	Data that we generate about you for the purpose of delivering a function or service that has been booked.
Held in perpetuity	Photographs, audio and video recording of events (where applicable).
	Records relating to individuals who have, or intend to be, married in the College Chapel, including names, marriage dates, occupation, wedding preferences and plans.
	Opinions or comments made by you about events at the College.
	If you are a College member or Alumnus then a record of your attendance may be held in College archives.

A full record of our processing activity, including the lawful basis on which we rely and expected retention periods is available on request from the Data Protection Officer at Wadham College.

4. Contact Details (Section 2)

If you have queries regarding the above information then please contact conference.office@wadham.ox.ac.uk

A full record of our processing activity is available on request from the Data Protection Officer at Wadham College.

Data Protection Officer, Wadham College, Parks Road, Oxford OX1 3PN

Email: data.protection@wadham.ox.ac.uk; Tel: (01865) 277900

5. Version Control

Version	Date	Changes & Approvals
0.1	20 May 2018	Draft for Discussion
0.2	21 May 2018	Incorporating changes from GDPR Advisor
1.0	23 May 2018	Approved for publication by Governing Body