

Record of Processing Activities - Conferences, events and venue hire

ID	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal Conviction Grounds	Criminal conviction grounds (further information)
1	Contact details (name, current addresses, telephone contact details), to the extent collected, of event attendees, speakers and conference organisers.	We obtain this data from you. We obtain data from third parties e.g. where someone is organising an event that involves you as a speaker.	In order to communicate with you about events and conferences you are attending, have expressed an interest in or may have an interest in.	We retain the contact details of attendees for one year following an event. Details for conference and event organisers are held for 6 years post event. If you are also an alumnus, the fact of your attendance or involvement may be noted in your alum record (please refer to the record of processing activity relating to alumni, and relevant privacy notice, for further details as to what we hold for alumni). If you have requested addition to our communications lists, in order to be notified of future events and opportunities, we will continue to hold your contact details until you tell us you no longer wish to be contacted or time has passed such that we are no longer certain that you wish to continue to receive messages and we are unable to obtain renewed confirmation from you that you do.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Where you have expressed an interest in events and conferences, processing is necessary in order to enable us to enter into relevant contracts with you or take relevant preparatory steps. We also have a legitimate interest in processing your personal contact data for the purposes of marketing additional events to you, where appropriate and in line with other regulatory and legislative regimes.	N/A		N/A	
2	Security records , including CCTV records, access control records, guest vehicle registrations and records of keys issued. Records of security incidents, accident reports and health and safety records.	We generate this data about you	To monitor the attendance of people on College premises, as part of the College's safety and security arrangements.	CCTV records, access control and access logs are retained for six months. Security incidents, accident reports and health and safety records are retained for 6 years from creation. If incidents are mentioned during Governing Body meetings, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, you, and College residents have a legitimate interest in restricting access to College property to authorised persons, monitoring the attendance of people on College premises, and maintaining a record of incidents occurring on College property, as part of the College's safety and security arrangements.	Substantial public interest under the UK Data Protection Act 2018	The College processes special category information in pursuit of our functions and under health and safety legislation, and for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the College or the data subject in connection with employment, social security or social protection.	The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes.	To the extent that data recorded includes data on criminal offences, convictions and allegations.
3	Records of College events and conferences in which you have expressed an interest , or for which you have registered for and/or attended .	We generate this data about you	To enable the proper management of College events, to ensure that we have an accurate record of attendance at College events and to enable us (where permitted) to inform you of additional events which may be of interest to you. Also, to inform the planning of future events.	We retain details of events that you have attended for one year following an event, and details of conference and events that you organise for 6 years post event. If you are also an alumnus, the fact of your attendance or involvement may be noted in your alum record (please refer to the record of processing activity relating to alumni, and relevant privacy notice, for further details as to what we hold for alumni). If you have requested addition to our communications lists, in order to be notified of future events and opportunities, we will continue to hold your contact details until you tell us you no longer wish to be contacted or time has passed such that we are no longer certain that you wish to continue to receive messages and we are unable to obtain renewed confirmation from you that you do.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that you attendance is based on a contractual relationship, processing is necessary for the performance of that contract or as part of preparatory steps prior to entering into that contract. For other events, we have a legitimate interest in understanding who will be attending College events for organisational, Health and Safety and similar purposes. Further, we have a legitimate interest in all cases in recording this information, in order to assess the popularity and impact of College events, plan future events and make details of planned events available to parties likely to be interested in attending (where permitted by relevant regulatory and statutory regimes).	N/A		N/A	
4	Information about your health, dietary requirements and/or disabilities .	We obtain this data from you	When we consider what reasonable adjustments to make, or we need to take account of any dietary requirements you have (whether for medical or belief reasons), when planning for you attendance at events.	Data is collated for use in relation to specific events, and is deleted within 1 month of the event occurring. However, if you are an alum or regular donor or attendee, we may save the information on file in order that it can be referenced and appropriate provision made for you at future events.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law, and/or food safety law. We also have a legitimate interest in ensuring that you receive an appropriate service and treatment in your interactions with us.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	
5	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors'	We generate this data about you	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	This data will be retained for a period of 7 years from the date the record was generated.	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with its obligations under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes criminal convictions/allegations data for these purposes, the College is complying with its obligations under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
6	Opinions and comments made by you on College events, as expressed in communications with the College (to the extent recorded).	We obtain this data from you	The views and concerns of attendees at our events help to guide the planning of future activities.	Comments regarding forthcoming events may be held until the event has occurred. The extent that they are used to inform the planning of additional events, they may be referenced in College managerial documents and held in the College archives in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in proactively managing our events programme.	N/A		N/A	
7	Financial information including bank/building society account numbers, sort codes, credit/debit card numbers, invoices and outstanding payment information.	We obtain this data from you	As part of taking payments (including deposits and balances) for events, providing invoices and pursuing outstanding amounts.	For 7 years from the point of invoice. To the extent that payments remain outstanding, retention of the data may be extended to enable recover proceedings to take place.	Processing is necessary for performance of our contract with you. Processing is necessary in order to take steps at your request prior to entering a contract		N/A		N/A	

8	Correspondence with you.	We obtain this data from you	To hold an accurate record of our communications with you.	Correspondence will ordinarily be held for its useful life, and the majority will be deleted within 6 years of receipt. However, where the content of communications continues to inform College activity, copies may be kept longer. In addition, correspondence referenced in Governing Body minutes will be added to the College archive in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interests in the College holding a full record of our correspondence with you, which can be referred back to as required.	N/A		N/A	
9	Photographs taken during events and conferences.	We generate this data about you	To maintain a record of College events, including entry of materials into the College archive. Images are also used to advertise activities within the College, both internally and externally, in circumstances where any required consents have been obtained.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of College life, and in marketing College facilities and opportunities.	N/A		N/A	
10	Conference room bookings (overnight guests), including names, contact details, ages, and disability details.	We obtain this data from you We generate this data about you	As part of the administration and management of College property.	For 6 years following the booking. In the event that disputes arise in relation to the booking, we may retain the data for a longer period, until a reasonable period after the dispute is resolved.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in the proper management of College facilities, in maintaining the security of College premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking College facilities.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	
11	Computer and email information , including guest login, username and password information for College IT systems, IP addresses of devices you connect to College IT systems, details of when you connected or logged in to our network, and records of internet usage.	We generate this data about you	For the proper management of College IT resources.	Records will be destroyed after one year.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the proper management of College IT resources.	N/A		N/A	
12	Meal bookings.	We generate this data about you	So that we may provide catering services to guest in accordance with relevant entitlements, and invoice correctly for services provided.	12 months	Processing is necessary for performance of our contract with you		N/A		N/A	
13	Records of requests and bookings for conferences and events, including records of any decisions the College makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.	We obtain this data from you We generate this data about you Third party	As part of the management of event bookings and to comply with our legal obligations.	Where concerns exist in relation to a proposed event, or one that has occurred, records may be retained for 6 years following the date of the event. Details of other proposed or actual events will be held for up to one year.	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under the the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes criminal conviction/allegation data for these purposes, the College is exercising functions conferred under the the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law

Version control

V	Changes	Made by	Date
1.0	Initial document	GDPR Working Group	May 2018