Annex G: Guest Accommodation

We will collect many types of information about you. The information below is a summary of the types of data we will collect, our reasons for collecting this data, the lawful basis on which we will process this data and the period of time for which we will retain this data.

Full information about our processing of your data is set out in the attached Register of Processing Activity and we strongly recommend that you consult this.

Categories of personal data we collect about you and why we collect it

The sorts of personal data we collect about you include records of or information about:
- Your name, address and contact information, so that we can communicate with you about accommodation you have booked or expressed an interest in.
- Security records including CCTV and records of security incidents, to monitor attendance on College premises as part of the College's safety and security arrangements.
- Information about health, dietary requirements and/or disabilities so that we can consider what reasonable adjustments to make.
- Opinions and comments you make, to guide future accommodation arrangements.
- Financial information including invoices and outstanding payment information, as part of taking payments for accommodation and invoicing.
- Correspondence with you.
- Conference room bookings, as part of the administration and management of College property.
- Computer and email information including login details, for the proper management of College IT resources.

Sources of your personal data

Most data is generated by us or obtained from you. We may also obtain data from third parties e.g. where someone is booking accommodation on your behalf.

The legal basis on which we process your data

Our contract with you

The processing of your personal data by the College will sometimes be necessary for the performance of our contract with you or to enable us to take steps at your request prior to entering into a contract with you.

Legitimate interests

In some cases the College may need to process your data for the College's or someone else's legitimate interests, except where this is overridden by your data protection rights and freedoms.

The College has a number of legitimate interests, for example in the proper management of College facilities and IT resources, in restricting access to College to authorised persons, in understanding the purposes for which College facilities have been reserved, in pro-actively managing College accommodation.

Compliance with a legal obligation

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In some cases the College must process your data in order to comply with a legal obligation. For example, the College is committed to complying with equality law.

Tasks in the public interest

The College has a substantial public interest in processing special category information in pursuit of College interests and in compliance with legislation, including health and safety legislation and data protection legislation.

Additional information including processing of data relating to criminal convictions

The College may hold certain information about criminal convictions or allegations. This is necessary for the prevention or detection of unlawful acts. The College will hold information about criminal convictions or allegations where incidents are alleged to have occurred on College property, or involved members of, or visitors to, the College. All such processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.

Retention of your data

The period for which we retain your data will depend on the specific type of data. Some records e.g. information about the booking, invoice payment, security incidents and health and safety records and your comments on our accommodation will be retained for 6 years. CCTV records and access logs will be retained for three months whilst computer and email information will be deleted after one year.

We recommend that you consult the College **Register of Processing Activities** for details regarding the retention period for specific categories of data.

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