

Annex E: Conferences and Events

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:

- Contact details of event attendees, speakers and conference organisers in order to communicate about events you are attending or have expressed an interest in attending.
- Security records including CCTV records, to monitor attendance of people on College premises as part of the College's security arrangements.
- Records of College events in which you have expressed an interest or for which you have registered or attended, to enable the proper management of College events.
- Information about your health, dietary requirements and disabilities so that we can meet your needs and make reasonable adjustments.
- Your comments and opinions to help our devising of future events.
- Financial information as part of taking payments and invoicing.
- Photographs taken during conferences and events to maintain a record of College events.
- Bookings including conference room and meal bookings to enable us to manage College resources and provide appropriate services to you.
- Computer and email information, 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 making bookings 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 often be necessary for the performance of our contract with you or to enable us to take steps 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 marketing additional events to you if appropriate and in line with legislation, in assessing the popularity of College event and in properly managing College facilities.

Compliance with a legal obligation

In some cases the College must process your data in order to comply with a legal obligation. For example, the College must comply food safety law and equality law.

The College processes special category information in pursuit of its functions and under legislation, including under health and safety and equality law. The College has a substantial public interest in processing this information.

Additional information including processing of data relating to criminal convictions

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. Contact details and details of events attended are retained for a year but may be kept for longer in the case of alumni. CCTV records are retained for six months. Opinions about events may be included in management documents and retained indefinitely in the College's archives. Other records e.g. booking requests or financial information may be held for 7 years.

We recommend that you consult the College [Register of Processing Activities](#) for details regarding the retention period for specific categories of data.