Exeter College GDPR- Conference & Events ROPA - 28th November 2018

1. Category of Personal Data

- Source of the data: We obtain the data from you.
- Why we process this data: To communicate with you about events and conferences you are attending, and to retain the contact details of attendees for one year following an event. Details for conference and event organizers are held for 5 years post event. If you are also an alumni, the fact of your attendance/registration/may be noted in your alumni 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 additional to our communications list, 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.
- How long we keep this data: Processing is necessary for performance of our contract with you.
- Our lawful basis for details relating to lawful basis (where applicable): A.
- Special category grounds: N/A
- Duration: A year following an event, and thereafter if you have expressed interest, or for which you have an interest.

2. Source of the data: We obtain this data from third parties e.g., where someone is organizing an event that involves you as a speaker.
- Why we process this data: To enable the proper management of College events for organisational, Health and Safety, corporate and statutory obligations concerning equal opportunity legislative requirements, to make reasonable adjustments, and to comply with its health and safety obligations. Where it processes special category data for these purposes, the College is complying with its statutory obligations concerning equal opportunity and with other regulatory and statutory regimes.
- How long we keep this data: Security incidents, accident reports and health and safety records are retained for six months. Security incidents, accident reports and health and safety records are retained for six months. Security incidents, accident reports and health and safety records are retained for six months.
- Our lawful basis for details relating to lawful basis (where applicable): N/A.
- Special category grounds: N/A.
- Duration: A year following an event, and thereafter if you have expressed interest, or for which you have an interest.

3. Source of the data: We obtain this data from third parties e.g., where someone is organizing an event that involves you as a speaker.
- Why we process this data: To enable the proper management of College events for organisational, Health and Safety, corporate and statutory obligations concerning equal opportunity legislative requirements, to make reasonable adjustments, and to comply with its health and safety obligations. Where it processes special category data for these purposes, the College is complying with its statutory obligations concerning equal opportunity and with other regulatory and statutory regimes.
- How long we keep this data: Security incidents, accident reports and health and safety records are retained for six months. Security incidents, accident reports and health and safety records are retained for six months.
- Our lawful basis for details relating to lawful basis (where applicable): N/A.
- Special category grounds: N/A.
- Duration: A year following an event, and thereafter if you have expressed interest, or for which you have an interest.

4. Information about your health, dietary requirements and/or disabilities

- Source of the data: We obtain data from third parties e.g., where someone is organizing an event that involves you as a speaker.
- Why we process this data: To ensure we have an accurate record of attendance at College events and to enable us to enter into contracts with you. To enable us to provide you with appropriate service and treatment in your legitimate interest in ensuring that you receive an appropriate service and treatment in your interactions with us.
- How long we keep this data: Processing is necessary for performance of our contract with you.
- Our lawful basis for details relating to lawful basis (where applicable): A.
- Special category grounds: N/A.
- Duration: A year following an event, and thereafter if you have expressed interest, or for which you have an interest.

5. Records generated for legal and statutory compliance purposes that contain names and/or associated personal data. For example, copies of data captured pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or corporate taxation_legislation, in connection with legal advice or claims, or to comply with auditors' requirements.
- Source of the data: We obtain this data from third parties e.g., where someone is organizing an event that involves you as a speaker.
- Why we process this data: To communicate with you about events and conferences you are attending, and to retain the contact details of attendees for one year following an event. Details for conference and event organizers are held for 5 years post event. If you are also an alumni, the fact of your attendance/registration/may be noted in your alumni 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 additional to our communications list, 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.
- How long we keep this data: Processing is necessary for performance of our contract with you.
- Our lawful basis for details relating to lawful basis (where applicable): A.
- Special category grounds: N/A.
- Duration: A year following an event, and thereafter if you have expressed interest, or for which you have an interest.

6. Details of event that involves you as a speaker.
- Source of the data: We obtain this data from third parties e.g., where someone is organizing an event that involves you as a speaker.
- Why we process this data: To enable the proper management of College events for organisational, Health and Safety, corporate and statutory obligations concerning equal opportunity legislative requirements, to make reasonable adjustments, and to comply with its health and safety obligations. Where it processes special category data for these purposes, the College is complying with its statutory obligations concerning equal opportunity and with other regulatory and statutory regimes.
- How long we keep this data: Security incidents, accident reports and health and safety records are retained for six months. Security incidents, accident reports and health and safety records are retained for six months.
- Our lawful basis for details relating to lawful basis (where applicable): N/A.
- Special category grounds: N/A.
- Duration: A year following an event, and thereafter if you have expressed interest, or for which you have an interest.
Opinions and comments made by you on College events, as expressed in communications with the College (to the extent recorded).

Correspondence with you.

Financial information, including bank/building society account numbers, credit/debit card numbers, invoices and outstanding payment information.

Photographs taken during events and conferences.

Conference room bookings (overnight guests), including names, contact details, ages, and disability details.

Computer and email information, including guest log-in details and password information for College IT systems. IP addresses of devices you connect to College IT systems. Details of when you connect or log in to our network, and records of internet usage.

Vocational and extra-vocational qualifications, skills, competences and experience.

Records of requests and bookings for conferences.

Meal bookings.

Computer and email information, including guest log-in details and password information for College IT systems. IP addresses of devices you connect to College IT systems. Details of when you connect or log in to our network, and records of internet usage.

Disabled students' details.

Notes and minutes of meetings held within the College.

Letters addressed to or from the College.

Debts and arrears.

We have a legitimate interest in managing our events programme.

We have a legitimate interest in understanding the usage of College facilities.

We have a legitimate interest in maintaining a record of College events.

We have a legitimate interest in understanding the usage of College facilities.

We have a legitimate interest in maintaining a record of College events.

We have a legitimate interest in complying with our legal obligations.

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 Data Protection Act 2018 and/or pursuant to health and safety legislation. The processing is necessary to maintain the safety of individuals, or the security of the College premises.

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 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.

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 Data Protection Act 2018 and/or pursuant to health and safety legislation. The processing is necessary to maintain the safety of individuals, or the security of the College premises.

Where it processes special category data for these purposes, the College is exercising functions conferred under 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.