<table>
<thead>
<tr>
<th>Category of Personal Data</th>
<th>Why we process the data</th>
<th>How long we keep the data</th>
<th>The basis for processing</th>
<th>Rights and restrictions that apply to the personal data</th>
<th>Security category</th>
<th>Source of the data</th>
<th>Source of the law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Accommodation (name, current addresses, Security records, including CCTV records, access control records, guest vehicle registrations and records of keys issued)</td>
<td>To hold an accurate record of our communications with you.</td>
<td>6 years from the end of the year in which the data was last processed, or if retained for a longer period until a reasonable period after the dispute is resolved.</td>
<td>Data is processed for the performance of a contract with you.</td>
<td>We may retain information provided to you about any disputes arising in relation to the booking, we may retain the data for a longer period, until a reasonable period after the dispute is resolved.</td>
<td>Substantial public interest in the proper management of College facilities, in maintaining the security of College premises and in preventing unauthorized entry for purposes for which facilities have been reserved, and in recording the identities of those booking College facilities.</td>
<td>We obtain this data from someone who has booked accommodation on behalf of the guest.</td>
<td>N/A</td>
</tr>
<tr>
<td>Conference room bookings (overnight guests), records of keys issued. Records of security incidents, accident reports and health and safety records.</td>
<td>To hold an accurate record of our communications with you.</td>
<td>6 years from the end of the year in which the data was last processed, or if retained for a longer period until a reasonable period after the dispute is resolved.</td>
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<td>N/A</td>
</tr>
</tbody>
</table>
### 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 the performance 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