## Wolfson College - Conferences and Events - Record of Processing Activity

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interest, namely the reduirement for the Interest or substantial b			regulatory requirements.				2010		PTOLECTION ACT 2018	under legislation. The processing is necessary for reasons of substantial public interest,
			1							namely the requirement for the College to
			1							comply with its statutory and legal obligations.
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	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 We obtain this data	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 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. For 7 years from the point of invoice. To the		We have a legitimate interest in proactively managing our events programme.	N/A		N/A	
/	Inancial information including bank/building coucty account numbers, sort code, credit/dbit lead in numbers, invoices and outstanding payment information.	We obtain this data from you	As part of taking payments (including deposits and balances) weeks, providing invoices and pursuing outstanding amounts.	For 7 years from the point of invoice. Io the actent 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 keyto longer. In addition, correspondence referenced in Governing Body minutes will be added to the College archive in perpetuity.	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	
9	Photographs taken during events and conferences.	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.		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	
	Chapel Office: Information relating to individuals who have, or intend to be, marked in the College hapel, induding names, ages, occupations, marriage dates, and wedding preferences and plans.	We obtain this data from you	and former staff, students, office-holders, members and others for the purpose of wedding ceremonies.	Details of alumni ceremonies may be noted on the relevant dum files held by the College and held permanently. A skeleton record of ceremonies is held by the College (details of main participants, type of event, dates and times). A register of marriages (which may be held by the Chapel or belong to the Parish Church – St Mary the Virgin) is held permanently.	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 legitmate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in our recording sufficient data to enable your planned nuptials to proceed. We also have a legitimate interest in recording those details on the College Archive, as part of the record of College life.			N/A	
	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 even 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.	for performance of our contract with you	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.		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 in 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	

12	Computer and email information, including guest login, username	We generate this data	For the proper management of College IT	Records will be destroyed after one year.		We have a legitimate interest in the proper	N/A		N/A	
	and password information for College IT systems, IP addresses of	about you	resources.		for performance of our	management of College IT resources.				
	devices you connect to College IT systems, details of when you				contract with you					
	connected or logged in to our network, and records of internet				Processing is necessary					
	usage.				for the purposes of our					
					or someone else's					
					legitimate interests,					
					except where					
					overridden by your					
					data protection rights					
					and freedoms					
13	Meal bookings.		So that we may provide catering services to		Processing is necessary		N/A		N/A	
		about you	guest in accordance with relevant entitlements,		for performance of our					
			and invoice correctly for services provided.		contract with you					
14	Records of requests and bookings for conferences and events,	We obtain this data	As part of the management of event bookings	Where concerns exist in relation to a proposed			Substantial public	Where it processes special category data for	The processing meets a	Where it processes criminal
	including records of any decisions the College makes pursuant to its		and to comply with our legal obligations.		for compliance with a			these purposes, the College is exercising	condition in Part 2 of	conviction/allegation data for these purposes,
	obligation to take such steps as are reasonably practicable to ensure			be retained for 6 years following the date of	legal obligation		Data Protection Act	functions conferred under the the Education	Schedule 1 to the Data	the College is exercising functions conferred
	that freedom of speech within the law is secured for members,	We generate this data		the event. Details of other proposed or actual			2018	(No 2) Act 1986. The processing is necessary	Protection Act 2018	under the the Education (No 2) Act 1986. The
	students and employees of the College and for visiting speakers.	about you		events will be held for up to three years.				for reasons of substantial public interest,		processing is necessary for reasons
		Third party						namely that the College must comply with its		of substantial public interest, namely that the
								statutory obligations concerning freedom of		College must comply with its statutory
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