



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

# Data Protection Statement:

## Data processed within the Catering Department

### Visitors and Guests to the College

This statement explains how the Catering Department of St John's College ("we" and "our") handles and uses information we collect about visitors, guests, and those attending events in the College ("you" and "yours"). In broad terms, we use your information to manage your visit or the event(s) you are attending, including dinners and accommodation and other needs requested by you, as well as to maintain our records of previous, current and future attendees for events management for the College.

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]; OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the College's Head of Information Services and Systems, St John's College, Cambridge, CB2 1TP. 01223 338661; DPO@joh.cam.ac.uk.

The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide facilities and resources to you. In many cases, you will be providing the personal information to us alongside consent for us to use that information to provide for your needs or otherwise to provide you with an improved service while you are at the College. We will retain your information for the periods stated below unless or until you request us to do otherwise.

### We collect and process your personal information for the following purposes

#### A. Maintaining clear contact information for the booking, provision and payment services.

*We will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain relevant information in our events records for seven years after the most recent visit or event you attend. If you are a member of the College (including if you are a former student) we will provide our Development Office with your contact details in order for them to update their records, if you give permission for us to do so.*

#### B. Providing you with necessary and preferred services.

*Where relevant, we will also collect data for the provision of services, your reason(s) for attending the event, your nationality and passport details, your car registration, your credit or debit card information and/or any service preferences you request specifically (eg. Room type, dietary requirements, amenities requested). This may include you providing sensitive personal information. We will not retain this information for any longer than necessary for the provision of the specific event or visit, which might require you to provide it on successive occasions.*

#### C. Providing you with details about future College events.

*While we retain your contact information, we will contact you about the future College events we believe may be of interest to you, providing you have given us explicit consent to do so. Consent may be withdrawn at any time.*

#### D. Fulfilling our legal obligations

*The College is required to keep for twelve months the names and nationalities of all those staying in accommodation. In the case of nationals outside of the UK, Republic of Ireland and Commonwealth. We must also keep a record of your passport details and next destination. The College is also required to keep details relating to any financial transaction for a period of seven years.*

We also operate CCTV on site which will capture footage. A separate data protection statement applies to this data, and can be found on the College Website (<https://www.joh.cam.ac.uk/data-protection-information>).

We do not share personal information with third parties.

If you have concerns or questions about any of these purposes, or how we communicate with you, please contact us at the address given above.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to raise issues with the College Data Protection Lead, or with the Information Commissioner's Office at <https://ico.org.uk>



# Data Protection Statement:

## Event Organisers' data, processed within the Catering Department

### Event organisers

This statement explains how St John's College ("we" and "our") handles and uses information we collect about event organisers that use College facilities ("you" and "yours"). In broad terms, we use your information to manage the event(s) we either host for you or otherwise provide facilities, as well as maintain our records of previous, current and future clients for events business for the College.

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The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide event facilities and resources to you. We will retain your information for the periods stated below unless or until you request us to do otherwise.

### We collect and process your personal information for the following purposes

**A. Maintaining clear contact information for the booking, provision and payment of events.**

*We will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain this information in our events records for seven years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirement). Where we have not hosted an event for you, we will retain the details relating to your initial enquires of services for no more than seven years.*

**B. Providing you with details about future event provision services**

*While we retain your information, we will contact you about our services, you may unsubscribe from such communications at any time.*

*We do not share personal information with third parties. If you have concerns or enquires about any of these purposes, or how we communicate with you, please contact us at the address given above.*

### Personal information of delegates of your event

The provision or management of your event by us might require you to provide us with personal information relating to your event delegates (such as name, dietary requirements, accommodation requirements). This may include the provision of sensitive personal information. We will not retain this information for any longer than necessary for the provision of the specific event, which might require you to provide in on successive occasions. We will assume that you have obtained the consent from your delegates for us to hold their personal information for that purpose.

We also operate CCTV on site which will capture footage. A separate data protection statement applies to this data, and can be found on the College Website (<https://www.joh.cam.ac.uk/data-protection-information>).

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to raise issues with the College Data Protection Lead, or with the Information Commissioner's Office at <https://ico.org.uk>