



Trinity College, Cambridge

Data Protection Privacy Statement

How we Use your personal information

Visitors to the College:

This statement explains how Trinity College (“we” and “our”) handles and uses information we collect about visitors, guests and attendees of the College (“you” and “your”), for events and other reasons. 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.

Data Controller

The controller for your personal data is Trinity College, Trinity Street, Cambridge, CB2 1TQ. 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, may be contacted at data.protection@trin.cam.ac.uk

This is the same address to contact if you want to exercise any of your data protection rights, including requesting copies of personal data the College holds about you.

The Data Protection Officer for the College is Intercollegiate Services Limited (ISL), 64 Bridge Street, Cambridge CB2 1UR; email: dpo@isl.colleges.cam.ac.uk ISL 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.

Legal basis for processing your data

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:

- to maintain clear contact information for the booking, provision and payment of 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 up to five 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 may sometimes provide our Alumni Relations and Development Office with your contact details in order for them to update their records, but only if you are happy for us to do this.

- to provide you with necessary and preferred services.

Where relevant, we may 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 (e.g. 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.

- to provide you with details about future College events.

While we retain your contact information, we may contact you about 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.

- to fulfil our legal obligations.

The College is required to keep for 12 months the names and nationalities of all those staying in accommodation. In the case of nationals outside of the UK, Republic of Ireland and the 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.

The College will keep, until no longer required, the names and contact details of all those named in a College Incident or Accident Report

We also operate CCTV on our sites, which will capture footage. Our CCTV policy is available at <https://www.trin.cam.ac.uk/website/dpn/>.

We do not share personal information with third parties except with your explicit written consent, which may be withdrawn at any time. If you have concerns or queries 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 lodge a complaint about our management of your personal information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

