



## JESUS COLLEGE CAMBRIDGE

### How we use your personal information

This statement applies to events organised by the **China Forum, Jesus College** and other academic and research projects connected to the College.

It explains how information that is collected about attendees at these events (“you” and “your”) is used. In broad terms, we use your information to manage 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 controller for your personal information is Jesus College, Cambridge CB5 8BL. The person 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 information, is the Bursar, Dr Richard Anthony, email: [bursar@jesus.cam.ac.uk](mailto:bursar@jesus.cam.ac.uk)

The legal basis for processing your personal information is that it is necessary in order for us to enter into a contract to provide events 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 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 five years after the most recent event you attend. At registration, we ask you to confirm if you have a connection with the College. If you are a former student we would normally share this information with the College’s Development Office in order for them to maintain their records. If you are not happy with this then please contact the Bursar, as above or select “none of the above” at sign-up.

- B. providing you with necessary and preferred event services.

Where relevant, we will also collect 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 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, which might require you to provide it on successive occasions.

C. providing you with details about future events.

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

If you stay at the College, we are 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.

We also operate CCTV on our site, which will capture footage. Our CCTV policy can be viewed [here](#)

The China Forum Jesus College works closely with other organisations who share our aims and academic interests. We may share personal information with these third parties if it is necessary in order to provide the services we have agreed. For example providing relevant information to partners where events are co-organised. This will be communicated to you at time of booking if applicable. 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/>