



This privacy notice applies to attendees, organisers and others involved in Keble College conferences and events

This is one of several Privacy Notices published by Keble College, all of which are available [here](#), along with more information about what the notices explain, personal data, your rights and who you can contact about your data.

What personal data we hold about you and how we use it

We may hold and use a range of data about you at different stages of our relationship with you. We might receive this data from you; we might create it ourselves, or we might receive it from someone else (for example if someone provides us with a reference about you).

Categories of data that we collect, store and use include (but are not limited to):

- Contact details that you provide to us, including names, addresses and telephone numbers.
- Details of event organisers and guests, including details of organisations represented and event purpose.
- Financial information including your details of invoicing and outstanding payments (including payment information such as credit card or banking payment information) for facilities and services provided by the College at your request.
- Room booking information, including any medical issues and/or disabilities that you have notified to us.
- Dietary requirements
- Photographs, audio and video recording of events (where applicable).
- Computing and email information, including Guest login information (IP address(es), devices connected, traffic monitoring data).
- Email correspondence relating to the operations of the College

Further categories of data that we hold in relation to attendees, organisers and others involved in conferences and events are set out in our [Record of Processing Activity](#).

Details of our processing activities, including our lawful basis for processing

Details of the lawful bases we rely on for the processing of the categories of data that we hold in relation to conferences and events are set out in our [Record of Processing Activity](#). This also includes details of retention periods. Details of parties to whom we transfer data, and on what basis, are available [here](#).

Data that you provide to us and the possible consequences of you not providing it

Most data that you provide to us is processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

- Financial information, as listed above, must be provided as part of any contract between us for the provision of services or access to facilities.
- Details of event organisers and guests
- Details of organisations represented and the purpose of the event in order to properly manage Keble College facilities and ensure that our facilities are not used to further illegal or inappropriate aims.

The consequences for any failure to provide such data will depend on the particular circumstances. For example, a failure to provide the relevant financial information will mean that we are unable to process any payment from you and may not be able to enter into the relevant contract with you. A failure to provide accurate organisation and details for purpose of the event may mean that we choose not to enter into the relevant contract with you, or that an event in progress is not permitted to continue.

Some data that you give to us is provided on a wholly voluntary basis – you have a choice whether to do so. Examples include:

- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when allocating appropriate accommodation to you.
- Special dietary or allergen information

Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we generate about you, such as when in communication, receiving requests, orders and/or payments;
- Guests attending the relevant conference and/or event;
- Third parties with an interest in the activities of your organisation;

Our [Record of Processing Activity](#) indicates the sources of each of the various categories of data that we process.

How we share your data

We do not, and will not, sell your data to third parties. We will only share it with third parties external to the collegiate University, if we are allowed or required to do so by law.

Examples of bodies to whom we are required by law to disclose certain data include, but are not limited to:

Organisation	Why?
Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders.	For the prevention, detection or investigation of crime, for the location and/or apprehension of offenders, and/or for the protection of the public (in cases where there is a duty on us to report).
HM Revenue & Customs (HMRC)	Invoicing information to the extent required to fulfil Keble College's tax reporting obligations.

Examples of bodies to whom we may voluntarily disclose data, in appropriate circumstances, include but are not limited to:

Organisation	Why?
Other Colleges and/or PPH's within the University of Oxford	Where events are progressed on a joint basis.
Third party service providers	To facilities activities of Keble College. Any transfer will be subject to an appropriate, formal agreement between Keble College and the processor.

Organisation	Why?
Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders.	For the prevention, detection or investigation of crime, for the location and/or apprehension of offenders, and/or for the protection of the public.

Where information is shared with third parties, we will seek to share the minimum amount of information necessary to fulfil the purpose.

All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our third party providers to use your personal data for their own purposes.

More extensive information on the categories of recipients of your data is set out [here](#).

Sharing your data outside the European Union

The law provides various further safeguards where data is transferred outside of the EU.

When you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for performance of your contract with us.

Otherwise, we will not transfer your data outside the European Union without first notifying you of our intentions and of the safeguards that apply to your data.

Automated decision-making

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements.

Details of expected retention periods for the different categories of your personal information that we hold are set out in our [Record of Processing Activity](#).

Retention periods may increase as a result of legislative changes, e.g. an increase in limitation periods for legal claims would mean that Keble College Ltd is required to retain certain categories of personal data for longer. Any such changes will be reflected in updated versions of our Record of Processing Activity.

If there are legal proceedings, a regulatory, disciplinary or criminal investigation, suspected criminal activity, or relevant requests under data protection or freedom of information legislation, it may be necessary for us to suspend the deletion of data until the proceedings, investigation or request have been fully disposed of.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

Future changes to this privacy notice

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes or to make the Keble College's or the University's operations and procedures more efficient. If the change is material, we will give you not less than two months' notice of the change so that you can exercise your rights, if appropriate, before the change comes into effect. We will notify you of the change by email.

You can access past versions of our privacy notices at <https://www.keble.ox.ac.uk/data-protection/>

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