



# ST JOHN'S COLLEGE

## Privacy Notice — Conference & Events

### Part 1: Generic Privacy Notice Information

St John's College, Durham (henceforth 'the College') has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices. Organisations variously call them a privacy statement, a fair processing notice or a privacy policy.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. The College will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts — a generic part (i.e. common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

#### Data Controller

The Data Controller is the College. If you would like more information about how the College uses your personal data, please see the College's Data Protection Policy or contact the data management team on: [johns.data@durham.ac.uk](mailto:johns.data@durham.ac.uk)

The data management team also coordinates the response to individuals asserting their rights under the legislation.

#### Data Protection Officer

The Data Protection Officer is responsible for advising the College on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the College is processing your personal data, please contact the Data Protection Officer:

Chris Courtman, email: [johns.data@durham.ac.uk](mailto:johns.data@durham.ac.uk)

### Your rights in relation to your personal data

#### Privacy notices and/or consent

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask

you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

### **Accessing your personal data**

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access.

### **Right to rectification**

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

### **Right to erasure**

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

### **Right to restriction of processing**

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

## Retention

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the College's *Records Retention Schedule*.

## Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office,  
Wycliffe House, Water Lane,  
Wilmslow, Cheshire,  
SK9 5AF  
Telephone: 0303 123 1113

Website: [Information Commissioner's Office](#)

## Part 2: Tailored Privacy Notice for Conference & Events

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the College for the particular purpose(s) stated below.

### Types of personal data collected and held by the Conference & Events Team and method of collection:

The Conference & Events Team will collect and store data required to deliver your event enquiry. This will include your Contact Details (name, address, telephone number, email address). It will also include the contact details (name, address, telephone number, email address) for any other Event Contact you advise The Conference & Events team. The Conference & Events Team will also collect and store data from any guests, attendees or suppliers who attend the event, this will include Contact Details and other personal information required to deliver the events (dietary requirements, access requirements, etc). This information will be collected by telephone, email, letter, face to face discussion, online form or from Third Party agencies where you have given consent for your information to be passed to The Conference & Events Team.

### Lawful basis.

When processing your personal data the University relies on a combination of Consent, Contract, Legal Obligation or Legitimate Interests as the legal basis, as detailed in the table below.

The Legitimate Interest is to delivery your event enquiry.

Processing activity	Legal basis
Creating your record in our relationship management system (Kinetics)	Legitimate Interests or Consent
Contacting you in regard to your event enquiry	Legitimate Interests
Processing your enquiry and event booking	Contract and Consent
Event registration and management	Contract and Consent

Analysis of visits to our website	Legitimate Interests
Contacting you in regards effectiveness of our event delivery	Legitimate Interests

**How personal data is stored by The Conference & Events Team:**

Data is held in proprietary databases with access limited to those College staff required to deliver events.

**How personal data is processed by The Conference & Events Team:**

Your data will be processed in line with the delivery of your event, to collect feedback from your event or to request details for future events.

**Who The Conference & Events Team shares personal with:**

The Conference & Events Team will share your information with the College staff required to deliver events; third party contractors working at College venues; third party venues and suppliers, including Durham University, if all or part of your event is taking place outside of the College.

**How long personal data is held by The Conference & Events Team:**

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. Time periods are set out in the College Records Retention Schedule.

**How to object to The Conference & Events Team processing your personal data:**

This information is additional to the information in Part 1 about Retention.

DARO considers its relationship with alumni, donors and other stakeholders to be life-long. This means that we will maintain a stakeholder record for you until such time as you tell us that you no longer wish us to keep in touch. In this instance the University will delete the majority of your personal data it holds, but will maintain basic personal data to ensure that we do not inadvertently create a new or duplicated record in the future.

**Alumni, Donors and Supporters: How to object to the processing of your personal data**

Please contact The Conference & Events Team on [johns.conferences@durham.ac.uk](mailto:johns.conferences@durham.ac.uk)

**Visitors to our websites/webpages**

When someone visits St John's College - Durham University or Cranmer Hall Durham | A vibrant, diverse evangelical Christian community a third-party service, Google Analytics, is used to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

### **Use of cookies**

A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. Cookies allow websites to remember user preferences, choices and selections, such as what's in your 4 shopping basket. The College and Durham University also make use of the Google Analytics service to understand how you navigate around the website site. The College and Durham University do not use cookies to collect personal information about you. For more information about the use of cookies on Durham University's website, or to set your cookie usage preference, please see [Cookie Notice](#).

### **Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **Changes to this privacy notice**

We regularly review our privacy information to ensure that it remains accurate and current. We will review and update this privacy information whenever we plan to use personal data for any new purpose. Any changes to this privacy information will be communicated to you.

### **Further information**

If you have any questions which you feel have not been covered by this Privacy Notice, please email us or write to:

Data Protection Officer,  
St John's College, 3 South Bailey,  
Durham,  
DH1 3RJ  
Email: [johns.data@durham.ac.uk](mailto:johns.data@durham.ac.uk)