

# Jesus College May Ball (Cambridge) Privacy Notice

Last modified January 2019

## About this Privacy Notice

In this Privacy Notice, references to “we”, “us” and “our” are to Jesus College May Ball (Cambridge).

We are committed to protecting your personal data. Personal data is any information relating to an identifiable living person who can be directly or indirectly identified by reference to this data.

This privacy notice relates to our use of any personal data that you directly provide us.

We will comply with data protection law which requires that personal data we hold about you is:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about;
- kept securely.

This privacy notice will therefore inform you as to who we are, what personal data we collect, the purposes for which we use it, for how long we retain it and how we keep it secure, your rights in relation to you personal data, and how you can contact us to discuss, query or obtain details of the personal data we hold about you.

## Topics

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## **1. Who We Are**

Jesus College May Ball is a society of the Jesus College Students Union. The registered address is Jesus College, Cambridge, CB5 8BL. We are a society which organises, promotes and manages the annual Jesus College May Ball in Cambridge.

We are the controller of all the data we store.

As we only process information relating to our core business purposes, Jesus College May Ball is not registered with the Information Commissioner's Office. As we do not process criminal offence or special category data (relating to race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, health, sex life or sexual orientation) and we do not regularly or systematically monitor data on a large scale, we do not have a Data Protection Officer.

All of our members operate from Cambridge, UK but we use online, cloud-based systems to store and process our data.

If you would like to contact Jesus College May Ball, you can do so with the following contact details:

Address:       The President  
                  Jesus College May Ball  
                  Jesus College  
                  Cambridge CB5 8BL

Email:           president@jesusmayball.com

Website:        www.jesusmayball.com

## **2. Whose Personal Data We Process**

We collect and process personal data about:

- Committee members (current and previous), and current applicants
- Guests
- Contractors
- Sponsors
- Staff
- Contacts at organisations we work alongside, including Jesus College, Cambridge City Council and Cambridgeshire County Council

### **3. Why We Process Your Data**

We collect and process your personal data:

- with your consent;
- and/or to perform the agreement we have entered with you (or discharge other contractual obligations);
- and/or to comply with our legal obligations;
- and/or to protect the vital interests of yourself, a member of Jesus College May Ball, or a third party;
- and/or to perform a task in the public interest;
- and/or to pursue the legitimate interests of yourself, Jesus College May Ball, or a third party, so long as your rights do not override those legitimate interests.

### **4. Personal Data Sources**

We can collect personal data from any number of sources, including but not limited to:

- Information you provide us directly, for example via our website, email, social media or verbally;
- Publicly available information online, for example from social media or Google;
- Third party providers such as contractors or other event organisers.

### **5. How We Will Inform You About Our Privacy Notice**

We will provide a link to this privacy notice whenever we collect your personal data online.

If we receive your data from a third party, we will take reasonable steps to provide you with our privacy notice within one month

We will not use your personal data for any purposes other than those set out below without first informing you. Changes made to this privacy notice will be updated on our website and clearly signposted on our key documents.

You can request a hard copy of this privacy notice for a reasonable administration fee, by contacting us using the details set out above.

### **6. The Purposes For Which Your Personal Data is Collected and Processed**

We collect the minimum personal data which enables our work as an event organiser. This includes your name, address, college, telephone number, email address, and year of matriculation if you are a Jesus College alumnus.

#### **6.1 - Name and Contact Details (including address, telephone number, and email address)**

## **Guests**

As the event is ticketed, we must record your name in order to verify that every guest at the event entrance has purchased a ticket. We will need to see photographic ID at the entrance, but we will not keep any record of this.

Your contact details will allow us to contact you with information, regarding, for example, your ticket purchase or event details. It also enables us to deal with any requests and enquiries that we receive from you.

Your name and ticket number will be disclosed to a third party app developer to enable electronic ticketing.

Your name and sometimes contact details may occasionally be disclosed to other trusted third parties, only when necessary to carry out agreements we have made. For example, we may need to verify your year of matriculation, or make our security company aware of any special arrangements we have made with you.

If you have applied for a subsidised ticket through the bursary ticket scheme, we will disclose your name and contact details to the Tutorial Office at Jesus College in order to verify that you qualify for a subsidised ticket. We will only receive confirmation that you do or do not qualify for a subsidised ticket - we will not receive any financial data.

## ***Contractors, Sponsors and Staff***

We require this information to coordinate our activities and to produce and carry out the contract that we make with you. It may be disclosed to Cambridge City Council in order to comply with event regulations.

As the event is ticketed, we require the name(s) of all staff that will be working on-site. This information will be disclosed to our security company to allow you access to the site, and may also be disclosed to Jesus College (the venue) for security reasons.

## ***Committee Members (Current and Previous) and Applicants, and Individuals in Organisations we Work Alongside***

We require this information in order to inform you of decisions we make and communicate with you regarding work that we co-operate on.

It may be disclosed to trusted third parties where there is a legitimate interest for communication between yourself and the third party.

## **6.2 - Bank Details**

### ***Guests and Sponsors***

We may ask for your bank details if we need to refund you as part of an agreement we have made with you.

### ***Staff and Contractors***

We may require your bank details in order to produce and carry out a contract we make with you, in which we agree to pay you.

### ***Current Committee Members***

You will need to provide your bank details alongside any expense claim you make. We will then be able to reimburse you for valid claims where you have spent money on our behalf.

## **6.3 - College and Year of Matriculation**

### ***Guests***

As there are a limited number of tickets available, current students and alumni of Jesus College initially have priority over other guests to purchase tickets. You will need to provide the name of your college and (if you are an alumnus) your matriculation year in order for us to implement this system.

If you are a current student, we may also obtain or verify this data using information from the Cambridge University Information Services ([uis.cam.ac.uk](http://uis.cam.ac.uk)) which is freely available to any member of the university.

If you are a Jesus College alumnus, we will disclose your name and matriculation year to the Alumni and Development Office at Jesus College, Cambridge in order to verify your status as an alumnus of Jesus College.

## **6.5 - Photographs**

### ***Current Committee Members***

Your photograph will appear on our website alongside your name and Jesus May Ball email address in order for contractors and guests to easily contact you. We will obtain your explicit consent to publish your photo before it is put online.

### ***Guests***

Third party photographers will be present at the event, and will provide us with the photos they take. We may publish these photos on our website and/or social media websites to make them accessible to the people appearing in the photos. We may also use them for future promotional purposes.

In order to minimise impact on your privacy, we will not associate any other personal information with the individuals appearing in the photos we publish. However if you find a photo published by us online that you would like to be removed, please contact us and we will comply with your request where reasonable.

Photos may also be published by the third party photographers on their websites. Details of those websites will be published in the programme.

## **6.6 - Insurance, Health and Safety Documentation**

### ***Contractors***

In order to comply with our event license and conditions for venue use, we will need to store copies of your documents relating to topics including, but not limited to insurance, health and safety. These will be disclosed to Cambridge City Council, Cambridgeshire Fire Service and Jesus College, Cambridge.

## **7. Who We Will Share Your Personal Data With**

Your personal data will only ever be shared with third parties for specific, necessary purposes which do not adversely affect your interests, rights and freedom as an individual. We have specified many examples in the previous section, but these do not cover all possible situations.

In addition, we may have to disclose your personal data with:

- Regulatory authorities, government departments or the police in order to comply with any legal obligations or to assist in crime prevention and detection
- Other third parties where we reasonably believe that such action is necessary to comply with legal obligation, to protect our rights and property, or act in urgent circumstances to protect the personal safety of our members, staff, guests, individuals and organisations we work with, or members of the public.

## **8. Transferring Your Data Outside of the European Economic Area**

None of your data will be transferred outside of the EEA.

## **9. Safeguarding Your Personal Data**

We take all reasonable steps to ensure that appropriate safeguards are in place to protect your personal data. We ensure our members understand our Data Protection Policy, which can also be found on our website.

## **10. How Long We Retain Your Personal Data**

For more information about retention periods for specific types of information, see our Data Protection Policy on our website. We will keep data retention under regular review.

### ***Guests and Staff***

All of your personal data will be securely deleted within **6** months of the event or at the time you cancel/transfer your ticket, except where there is a valid legal basis for retaining it beyond this period, such as legal action or accounting obligations.

### ***Contractors, Sponsors, and Members at Organisations We Work Alongside***

We may retain your name and contact details in order to work with you in future years. This will be held until we receive an erasure request from you. All other personal data will be securely deleted within **12** months of the event, except where there is a valid legal basis for retaining it beyond this period, such as legal action or accounting obligations.

### ***Current and Previous Committee Members***

We will retain your name and contact details for the purposes of ticket entitlement, until you have claimed all of the tickets you are entitled to, or we receive an erasure request from you. All other personal data will be securely deleted within **6** months of the event, except where there is a valid legal basis for retaining it beyond this period, such as legal action or accounting obligations.

## **11. Your Rights as a Data Subject**

To ensure fair and transparent processing, it is important that we inform you of your rights with regards to how your personal data is processed. Were you wish to exercise a right, we have indicated the best contact details for you to get in touch with us.

We may ask for further information to verify your identity. If we believe that the right you have requested does not apply in the given situation, or your request is excessive or repetitive, we may refuse to comply with your request. You will be informed of this decision and the reasons why no action was taken.

### **11.1 Your Right to Be Informed**

This is our privacy notice which informs you of who we are, why we are processing your personal data, with whom we share your personal data and how we have collected it. These details are out above.

Our privacy notice can be found on our website and a link to it will be provided whenever we collect your personal data digitally.

If you would like to discuss this privacy notice to find out more information, or suggest ways in which we could improve the content or its communication, then please email us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or write to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.

### **1.2 Your Right of Access**

As a data subject, you have the right to access the personal data we hold about you, confirmation that your personal data is being lawfully processed and information about the source of the data.

Making a data subject access request (DSAR) is free and can be done by emailing us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or writing to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.

Once we receive your request, we will ask you to verify your identity and ask you to specify the data or processing activity that you require so that we can confirm your expectations and respond within 28 days.

We do have the right to refuse a DSAR should it be manifestly unfounded or excessive, and we can apply a reasonable fee and/or extend the time to respond should the request be complex (in which case you would be informed within 28 days). We do have the right to apply a reasonable fee if you make numerous requests for the same information.

### **11.3 Your Right to Rectification**

Where personal data is inaccurate or incomplete, you have the right for it to be rectified on our systems. In such cases, we will act promptly to apply the rectifications.

So that we can quickly resolve your query, we may ask you to provide some supporting evidence to show that the data needs to be altered.

If you require your personal data to be rectified, this can be done by emailing us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or writing to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.

Please note that we can only rectify data in the case where we believe that the identity of the ticket holder remains the same. Changing the ticket holder's name to that of another individual will incur a fee, as set out in our Terms and Conditions for ticket purchase.

### **11.4 Your Right to Erasure**

This enables you to ask us to delete or remove personal data where there is no good reason for us to continue to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to withdraw consent (see below).

Sometimes however, we may refuse a request to erase such data in order, for example, to comply with a legal obligation.

If you require your personal data to be erased, this can be done by emailing us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or writing to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.

### **11.5 Your Right to Restrict Processing**

This enables you to ask us to restrict the processing of your personal data. For example, if you do not want us to erase your data, you may ask us to restrict our processing activities instead. A good example would be to retain data beyond the retention period to defend a legal claim.

If you require a restriction on the processing of your personal data, this can be done by emailing us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or writing to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.

### **11.6 Your Right to Data Portability**

To help strengthen your control over your data, you have the right, in certain circumstances, to receive personal data from us in a format which allows you to easily access it. For example, you may want your payment details in CSV format.

We may ask you to specify what data you wish us to provide you. Where we can, we will try and provide you the data in a common format which transferable with other data controllers.

Should you wish to exercise your right to data portability, this can be by emailing us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or writing to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.

### **11.7 Your Right to Withdraw Consent**

In circumstances where you have provided your consent to the processing of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing activity at any time.

To withdraw your consent, you can by email us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or write to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.

Once we have received notification that you have withdrawn your consent, we will no longer process your data for the purpose(s) you originally agreed to, unless we have another legal basis for doing so such a contractual or legal reason.

## **12. Reporting a Concern to Us or to the Information Commissioner's Office**

If you have a concern regarding how we handle your personal data then we kindly request that you inform us about it first so that we can work with you in an effort to resolve it.

You can report a concern or raise a complaint with us initially by by emailing us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or writing to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.

We aim to acknowledge your complaint within one week and provide a resolution within 28 days. If we are unable to meet this timescale, we will write to notify you in advance.

If you are not satisfied with our proposed resolution to your complaint, you can raise the matter directly with the Information Commissioner's Office (ICO). The ICO will take steps to address your concern and provide guidance and support to us so that we can put things right.

Details as to how to get in touch with the ICO or report a concern can be found on their website [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

## **13. Your Right to Lodge a Complaint with a Supervisory Authority**

If you consider that the processing of personal data infringes any of your rights set out in Section 11, you have the right to lodge a complaint with the relevant supervisory authority in the European State that you reside or work in, or the place of the alleged infringement. The relevant supervisory authority for the UK is the Information Commissioner's Office.

The supervisory authority which which the complaint has been lodged shall inform you of its progress and the outcome of the complaint including the possibility of a judicial remedy.

#### **14. Getting In Touch With Us**

If you would like to discuss this privacy notice or suggest way in which we could improve the content or its communication, then please email us at [president@jesusmayball.com](mailto:president@jesusmayball.com) or write to us at at The President, Jesus College May Ball, Jesus College, Cambridge, CB5 8BL.