

Conference & Events Privacy Notice

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Responsible Committee: Governing Committee

Responsible Officer: Events & Conference Manager

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Next Review date: May 2028

This privacy notice applies to attendees, organisers and others involved in Pembroke College's conferences and events

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Summary

Pembroke College is committed to protecting the privacy and security of your personal information. This notice explains what personal data Pembroke College holds about attendees, organisers and others involved in conferences and events ("you"), how we use it and share it, how long we keep it and what your legal rights are in relation to it.

This notice also explains the types of personal data we collect or receive about you, where the data comes from, the purposes for which we use it, and the lawful bases on which we process it.

There are some instances where we process your personal data on the basis of your consent. Where we rely on your consent to process your personal data, this notice sets out the relevant categories and purposes.

Pembroke College has also published separate notices, which are applicable to other groups and activities. Those notices may also apply to you, depending on your circumstances, and it is important that you read this privacy notice together with other applicable privacy notices www.pmb.ox.ac.uk/privacy-policy:

1. Pembroke College Privacy Policy and Guidance
2. Current students [and applicants](#)
3. Staff, office holders and senior members
4. Staff, office holders and senior member applicants
5. Alumni, donors and supporters (including what financial information we hold about our alumni and how we use it when considering fundraising initiatives)
6. Archives (which explains what data we hold in our archive)
7. Security, maintenance and health and safety (including how we use CCTV)
8. IT systems (including how we monitor internet usage)
9. Cookie notice

What is your personal data and how does the law regulate our use of it?

"Personal data" is information relating to you as a living, identifiable individual. Data protection law requires Pembroke College ("us" or "we"), as data controller for your data, to:

- process your data in a lawful, fair and transparent way;

- only collect your data for explicit and legitimate purposes;
- only collect data that is relevant, and limited to the purpose(s) we have told you about;
- ensure that your data is accurate and up to date;
- ensure that your data is only kept as long as necessary for the purpose(s) we have told you about;
- ensure that appropriate security measures are used to protect 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 where an organiser provides information relating to attendees or guests).

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.
- Accommodation and catering information, including any accessibility requirements, health information, or disabilities voluntarily disclosed to us and relevant to the event or accommodation arrangements.
- Dietary requirements.
- Photographs, audio and video recording of events (where applicable).
- Computing and email information, including Guest login information (IP address(es), devices connected, internet traffic monitoring data).
- Religious information where relevant to dietary, welfare or event arrangements.

Further information about how personal data is processed in relation to conferences and events is available on request.

The lawful basis on which we process your data

The law requires that we provide you with information about the lawful basis on which we process your personal data, and the purposes for which it is used. Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary for the performance of a contract with you;
- Where it is necessary for compliance with a legal obligation;
- Where it is necessary for the performance of a task in the public interest;
- Where it is necessary for the legitimate interests of the College or a third party, provided your interests and fundamental rights do not override those interests.

We may also use your personal information, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

How we apply further protection in the case of special categories of personal data

Special categories of sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

Special Category personal data includes information revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership.

They also include:

- genetic data;
- biometric data for the purpose of uniquely identifying someone;
- data concerning health;
- data concerning someone's sex life or sexual orientation.

We may process special categories of personal information in the following circumstances:

- With your explicit written consent; or
- Where it is necessary in the substantial public interest, in particular:

- for the exercise of a function conferred on Pembroke College or another person by law, or
 - for equal opportunities monitoring;
- Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.

We have in place appropriate policy documents and/or other safeguards which we are required by law to maintain when processing such data.

Less commonly, we may process this type of information where it is necessary in relation to legal claims, to protect your interests (or those of another person) where you are unable to give consent, or where you have already made the information public.

Criminal convictions and allegations of criminal activity

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for “special categories” referred to above.

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

This notice explains the lawful bases we rely on when processing personal data in relation to conferences and events, including how long data is retained and the circumstances in which it may be shared with third parties.

Data that you provide to us and why we need 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, including details of organisations represented and event purpose must be provided to us under the contract in place to enable us to manage Pembroke College’s facilities appropriately and ensure that they are used in accordance with College policies and legal obligations.

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 payment from you and may not be able to enter into the contract with you. A failure to provide accurate organisation and purpose details for events

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 for us to take this information into account when allocating appropriate accommodation or making suitable arrangements for you.
- Religious beliefs, which you may choose to provide to us if you have any special requirements.

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 communicating with you, processing your requests, orders and/or payments;
- Event organisers and guests attending the relevant conference and/or event;
- Third parties connected with the event or organisation concerned.

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, where we are permitted or required to do so by law, where necessary for the provision of services, or where there is another legitimate basis for doing so.

Examples of organisations with whom we may share personal data, where appropriate, include:

- Payment providers and banking services
- External catering, accommodation, or event service providers
- Professional advisers, auditors, insurers, or legal representatives
- Regulators, law enforcement agencies, courts, or other public authorities where required by law, and
- IT and system providers supporting College services.

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.

Further information about how we share personal data may be obtained by contacting the College.

Sharing your data outside the UK

The law provides additional protections where data is transferred outside of the UK.

Where personal data is transferred outside of the UK, we will ensure that appropriate safeguards are in place in accordance with data protection law.

Further information about international transfers and the safeguards applied may be obtained by contacting the College.

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 for which it was collected, including for the purpose of satisfying any legal, accounting or reporting requirements.

Retention periods vary depending on the type of information involved and the purpose for which it is processed. Further information about retention periods may be obtained by contacting the College.

Retention periods may increase as a result of legislative changes, e.g. an increase in limitation periods for legal claims would mean that Pembroke College is required to retain certain categories of personal data for longer.

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.

Your legal rights over your data

Subject to certain conditions and exceptions set out in UK data protection law, you have:

- The **right to request access** to a copy of your data, as well as to be informed of various information about how your data is being used;
- The **right to have any inaccuracies in your data corrected**, which may include the right to have any incomplete data completed;
- The **right to have your personal data erased** in certain circumstances;
- The **right to request restriction** of the processing of your data, for example while we establish the accuracy of the data being processed.
- The right to receive a **copy of data you have provided to us**, and have that transmitted to another data controller (for example, another University or College).
- The **right to object to the use of your personal data for direct marketing purposes**, including communications about College events, conferences or related services.
- The **right to object to the processing of your information** where we are relying on a legitimate interest for the processing or where processing is necessary for the performance of a task carried out in the public interest.
- The **right to object to any automated decision-making** about you which produces legal effects or otherwise significantly affects you.
- Where the lawful basis for processing your data is **consent**, you have the **right to withdraw your consent at any time**. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent.

If you wish to exercise any of your rights in relation to your data as processed by Pembroke College please contact our Data Protection Officer at DPO@pmb.ox.ac.uk.

Some of your 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.

Further guidance is available from the Information Commissioner's Office (<https://ico.org.uk/>). You have the right to complain to the UK's supervisory office for data

protection, the Information Commissioner's Office at <https://ico.org.uk/concerns/> if you believe that your data has been processed unlawfully.

Pembroke College's Contact Details

If you have any questions regarding your personal data in relation to Pembroke's Conferences and Events, please contact: conferences@pmb.ox.ac.uk.

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 if there are any changes to Pembroke College's operations and procedures. Any significant changes to this notice will be communicated appropriately and reflected in the updated version published on the College website.

Document Control

Version	Date	Author	Reviewed by	Summary of Changes	Status
1.0	May 2018	College Lawyers	Governing Committee	Initial approved version	Superseded
1.1	06/05/2026	Records Manager	Conference and Events Manager; Governance Committee and Governing Body TT 26.	Updated to reflect current UK GDPR requirements and international transfer provisions.	Active