

A summary of what these notices explain

Keble College Ball, as part of Keble College, is committed to protecting the privacy and security of personal data

These notices explain what personal data Keble College Ball holds about you, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.

For the parts of your personal data that you supply to us, these notices also explain the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, they explain the source of the data.

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

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”.

Data protection law requires Keble College (“us” or “we”), as data controller for your data:

- To process your data in a lawful, fair and transparent way;
- To only collect your data for explicit and legitimate purposes;
- To only collect data that is relevant, and limited to the purpose(s) we have told you about;
- To ensure that your data is accurate and up to date;
- To ensure that your data is only kept as long as necessary for the purpose(s) we have told you about;
- To ensure that appropriate security measures are used to protect your data.

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 for what purposes

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those legitimate interests
- Where it is necessary to perform the contract we have entered into with you

Your legal rights over your data

Subject to certain conditions 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 have the processing of your data suspended**, for example if you want us to establish the accuracy of the data we are processing.

- 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 any direct marketing** (for example, email marketing or phone calls) by us, and to require us to stop such marketing.
- The **right to object to the processing of your information** if we are relying on a “legitimate interest” for the processing or where the processing is necessary for the performance of a task carried out in the public interest. The lawful basis for any particular processing activity we carry out is set out in the relevant detailed table of processing activities for each class of data subject.
- 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**. When you tell us you wish to exercise your right, we will stop further processing of such data. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting the Presidents of the Keble College Ball 2019 at presidents@kebleball.com

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 on your rights 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.

This privacy notice applies to guests at Keble College Ball 2019

Keble College Ball 2019 Contact Details

If you need to contact us about your data, please contact: the Data Protection Officer at Keble College, whose contact details are:

The Data Protection Officer
Keble College
Oxford
OX1 3PG

Email: data.protection@keble.ox.ac.uk

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

We may hold and use a range of data about you and we will receive this data from you.

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

- Contact details that you provide for us, including name, phone number and college
- Photographs and video recording of the event
- Email information and email correspondence relating to the operations of the Ball
- Payment Details

We use the data you provide as a way to assign you a ticket and secure your place at the Ball. Photographs and video recording of the event will be used to add to the enjoyment of the Ball after the event.

For further details regarding what personal data we hold about you and how we use it please refer to 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 our event are set out in our Record of Processing Activity. This also includes details of retention periods.

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 in your legitimate interest.

The consequences for any failure to provide the data that we collect from you will depend on the particular circumstances. For example, a failure to provide your name, email and photograph will mean that we are unable to process your ticket and we will not be able to supply a ticket for you.

Other sources of 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 and payments
- Guests attending the event

Our Record of Processing Activity indicates the source(s) 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.

Your payment details will be processed and stored by Worldpay, Globalpayment and Handelsbanken. Data processed and stored can include name, surname, card details and any other information passed on in the reference. For more information please refer to our Record of Processing activity.

All three companies provide their own respective privacy policies, which are linked here:

Worldpay: <https://www.worldpay.com/uk/worldpay-privacy-notice>

Globalpayments: <https://www.globalpaymentsinc.com/en-gb/privacy-statement>

Handelsbanken:

[https://www.handelsbanken.co.uk/shb/inet/icentrb.nsf/vlookuppics/handelsbankenrb_aboutthegroup_uk_privacy_and_data_security_policy_1_august_2017/\\$file/1263ukasdatasecuritybranding310717final.pdf](https://www.handelsbanken.co.uk/shb/inet/icentrb.nsf/vlookuppics/handelsbankenrb_aboutthegroup_uk_privacy_and_data_security_policy_1_august_2017/$file/1263ukasdatasecuritybranding310717final.pdf)

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).

Examples of bodies to whom we may voluntarily disclose data, in appropriate circumstances, 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.

Where information is shared with third parties, we will seek to share the minimum amount of data 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 third party providers to use your personal data for their own purposes.

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 the purpose or 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. 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.

Further 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 Ball'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.

This privacy notice applies to suppliers and workers at Keble College Ball 2019

Keble College Ball 2019 Contact Details

If you need to contact us about your data, please contact: the Data Protection Officer at Keble College, whose contact details are:

The Data Protection Officer
Keble College
Oxford
OX1 3PG

Email: data.protection@keble.ox.ac.uk

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 for us, including names, addresses and telephone numbers
- 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 ball
- Photographs and video recording of the event (where applicable)
- Email information and email correspondence relating to the operations of the Ball

Further categories of data that we hold in relation to attendees, organisers and others involved the event 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 our event are set out in our Record of Processing Activity. This also includes details of retention periods.

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 in the matter of legitimate interest. 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.
- Data used in title documents, contracts and transfers

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

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;

Our Record of Processing Activity indicates the sources of each of the various categories of data that we process.

Our 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

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?
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 data 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 third party providers to use your personal data for their own purposes.

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.

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 the purpose or 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, 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.

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