



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### *The May Ball Company*

This statement explains how the May Ball Company (“we” and “our”) handles and uses data it collects about its customers, suppliers and other people for processes relating to the operation and activities of the Company.

When changes are made to this statement, we will publish the updated version to our website.

The data controller for your personal information is the May Ball Company (MBC). The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Vice President. Please contact us at [vice-president@downingball.co.uk](mailto:vice-president@downingball.co.uk) if you have any questions about this statement or how we manage your personal data.

The legal basis for processing your personal data is contractual. It is necessary for the provision of tickets; to provide services for the Ball; for the performance of your employment contract or agreement we hold with you, or for statutory purposes (e.g. processing your salary, tax returns, payment of invoices). Where we process your personal information outside of the purposes listed in this statement, we will seek your explicit consent to do so in advance. You may ask us for further information on these matters by contacting the MBC at [vice-president@downingball.co.uk](mailto:vice-president@downingball.co.uk).

### **How your data is used by the MBC**

We collect and process your personal information, as specified below, for a variety of purposes as outlined:

#### **A. Maintaining information for the booking and provision of Ball tickets**

- I. We will hold your personal details and those of your guests (i.e. name, preferred contact details and any relevant College identifiers) ensuring effective communications with you;*
- II. we will maintain financial records including your bank details for your BACS transfer to purchase tickets;*
- III. we will use information provided by you in order to process your order for discounted tickets through the Cambridge Bursary Scheme and to monitor the uptake of this facility.*

#### **B. College VIP dining guests**

*Personal data we collect about you will include your personal details (as in A above), in addition we will collect any dietary requirements, including your guests' name and contact details, and their dietary requirements.*

Personal data collected in A and B will not be retained for any longer than 6 months after the provision of the event.

### **C. Contractors providing a service**

*Including but not limited to: external service companies, stall holders, security services, bands and other performance artists. We will collect names, addresses, preferred contact details, bank details for monies paid for services, and photographs. Personal information may be retained and updated by the MBC for subsequent Balls (held every two years). Written contracts for services are destroyed six years after the event.*

### **D. Casual workers including student workers**

*We will collect your name, address, Date of Birth, contact details (e.g. telephone number), National Insurance number, proof of eligibility to work (e.g. passport and photograph), emergency contact details, bank details for monies paid for services, and details of any relevant work experience.*

For full details regarding job applicants, including how long we store your information, please see the conditions outlined in the data protection statement of Downing College at:

[http://www.dow.cam.ac.uk/sites/default/files/dataprotection\\_jobapplicants.pdf](http://www.dow.cam.ac.uk/sites/default/files/dataprotection_jobapplicants.pdf). For full details regarding casual workers employed by the College, please see below.\*

If you have concerns or queries about any of these purposes, please contact us at the email address above.

### **How we share your personal data**

Personal data is not normally shared outside of the MBC and its committee members. We share some of your personal information with Downing College, who acts as a data processor for the MBC, and only where there is a specific need to, including:

- in order to process payments for contracted services, the College maintains these records for up to seven years; and in order to assess your eligibility for discounted tickets through the Cambridge Bursary Scheme;
- in order to manage contracts and the payroll of May Ball casual workers. Your personal data is held by the College for six years after the Ball;\*
- in order to enable treasury oversight on contracted services;
- in order to monitor and manage ball attendance and site and event security.

We store electronic copies of your personal information. Storage facilities include: DropBox; Google Docs; University e-mail account (CRSID), and the personal computers of committee members. Where we manage your data within College, we do use cloud-based storage systems, such as Microsoft 365, hosted within European borders where personal data is routinely handled by a third party. Microsoft comply with European GDPR legislation & maintain multiple security and governance accreditations.

\*For staff, including students, employed as casual workers by the College, your data is subsequently held as part of your employment record by Downing College. For further details, including how long we retain your information, please see Downing College's 'Staff and Senior Members Data Protection Statement' at: [dps\\_staff\\_senior\\_members.pdf \(cam.ac.uk\)](http://dps_staff_senior_members.pdf)

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the College or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where possible, we will notify you of our intention to share such information in advance.

## Your rights

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information electronically to a third party (data portability).

Some of these 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.

If you have questions or concerns about your personal information, or how it used, please speak to the Vice President at the above address.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

*Downing College Data Protection Team*

## Version control

| <b>Date</b> | <b>Version</b> | <b>Reason for change</b>                     | <b>Author</b>                 |
|-------------|----------------|--|-------------------------------|
| Jan 2019    | Draft          | Reviewed by the May Ball Committee           | Records & Information Manager |
| Feb 2019    | 6.0            | Publication                                  | Records & Information Manager |
| Feb 2023    | 6.4            | How We Share Personal Data - reviewed by IMC | Records & Information Manager |
|             |                |  |                               |