

How we use your personal information

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

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

The controller for your personal information is the May Ball Committee. 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, are the May Ball Presidents.

The normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the event to run effectively and efficiently. 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 at any time if you have specific concerns.

How your data is used by the Committee

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

- A. maintaining your personal details (i.e. your name, CRS id, relevant College identifiers and preferred contact details), including ensuring effective communications with you;
- B. maintaining financial records (i.e. payment for tickets and other payments to the Committee);
- C. maintaining data to enable the Committee to undertake research into its own activities and/or to manage complaints made to us.

If you have concerns or queries about any of these purposes, please contact us.

How we share your personal data

- Personal data is not normally shared outside of the May Ball Committee and its members. We share some of your personal information with the College, only where there is a specific need to.
- We share some of your personal data (including names and email addresses) with the May Ball Committee for the purposes of communicating with you on practical matters relating to the Ball.
- We use the University of Cambridge One Drive to store electronic copies of personal information.

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.

We also operate CCTV on our sites, which will capture footage. Our CCTV policy can be viewed at <https://www.hughes.cam.ac.uk/about-us/foi-publications>

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 an officer of the society.

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/>).

Last updated: May 2018