How we use your personal information

-- Event organisers

This statement explains how Hughes Hall ("we" and "our") handles and uses information we collect about event organisers that use College facilities ("you" and "your"). In broad terms, we use your information to manage the event(s) we either host for you or otherwise provide facilities, as well as maintain our records of previous, current and future clients for events business for the College.

The controller for your personal information is the College, Hughes Hall, Wollaston Road, Cambridge, CB1 2EW. The designated Data Protection Officer appointed by the College under UK GDPR is Intercollegiate Services Limited (ISL) [64 Bridge Street, Cambridge, CB2 1UR; 01223 768745; dpo@isl.colleges.cam.ac.uk]. Your primary contact for all data protection matters is the Bursar, via compliance@hughes.cam.ac.uk. This is the same address to contact if you want to exercise any of your data protection rights, including requesting copies of personal data the College holds about you, or making a complaint about how the College has managed your personal data.

The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide events facilities and resources to you. We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

A. maintaining clear contact information for the booking, provision and payment of events.

   We will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain this information in our events records for five years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirements). Where we have not hosted an event for you, we will retain the details relating to your initial enquiries of services for no more than two years.

B. providing you with details about future event provision services.

   While we retain your contact information, we will contact you about our services. You may unsubscribe from such communications at any time.

We do not share personal information with third parties. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

Personal information of your event delegates
The provision or management of your event by us might require you to provide us with personal information relating to your event delegates (such as name, dietary requirements, accommodation requirements). This may include the provision of special category personal data, e.g. food allergies. We will not retain this information for any longer than necessary for the provision of the specific event, which might require you to provide it on successive occasions. We will assume that you have obtained the consent from your delegates for us to hold their personal information for that purpose.

We also operate CCTV on our main site, which will capture footage. Our CCTV policy can be viewed at Policies and documents - Hughes Hall.

Your rights

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your 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.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at https://ico.org.uk/concerns/.

Updated: June 2026
J Watkinson, Compliance Manager