

Pembroke May Ball 2022

How we use your personal information

Ticket applicants and ticket holders

This statement explains how the Pembroke May Ball 2022 Committee (“the Committee”, “the May Ball”, “we”, and “our”) handles and uses information we collect about those individuals who apply for Pembroke May Ball tickets, including those who are unsuccessful, and those who hold them. In broad terms, the Committee retains basic personal information of its ticket holders in order to verify their identity upon entry to the May Ball, and to verify receipt of a qualifying bursary, if applicable. We will delete the personal information of ticket applicants from its records within 1 month after 22nd June 2022.

When changes are made to this statement, we will publish the updated version on our website and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal data is the Pembroke May Ball 2022 Committee. The May Ball does not have a Data Protection Officer, but should you have any concerns or questions about how the Committee is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement, please contact the Committee Secretary (secretary@pembrokemayball.co.uk).

The normal legal basis for processing your personal information is that it is necessary in the performance of one or more contracts with us (including applying for, and obtaining, tickets to Pembroke May Ball). We outline below (see “*How we share your personal information*”) how and when we ordinarily will share your personal information. You may ask us for further information on these matters at any time if you have specific concerns.

How your information is used by the Committee

We collect and process your personal information, as specified below, for a number of purposes, including those listed below. Please note that where ‘your’ is used, this refers to you as the primary ticket applicant and the personal information of any additional guests for whom you are applying for tickets in a single application.

- A. We require your full name to verify your identity by checking the provided name against that on the identification you provide upon entry to the Ball.
- B. We ask for your bursary status to apply a bursary discount to your ticket price, and to verify with Pembroke College Cambridge that those applicants who indicate they are in receipt of a qualifying bursary are indeed receiving it. Please see the section *How we share your personal information* for more information on how we work with Pembroke College Cambridge.
- C. We require your email address to ensure we can communicate directly to you via email, including sending any important information and ticketing. When communicating with you via email we will never display your email address to anyone who is not affiliated with Pembroke May Ball Committee.

- D. We are told your college when you verify your University of Cambridge status through the Raven portal.

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

Please note that if you engage with us for any other purpose (e.g. you work at the May Ball), there are additional data protection statements that you will be provided with for those other purposes, usually at the first point of engagement.

How long we keep your information for

We retain personal information relating to ticket applicants from the point of application to the May Ball itself. The Committee does not require this personal information after the Ball itself and we will delete it from our records within one month of the May Ball's occurrence on 22nd June 2022.

How we share your personal information

With Pembroke College Cambridge

We will share your name with Pembroke College Cambridge if you apply for a bursary discount. This is so that the College's Tutorial Office can verify that you are in fact in receipt of a qualifying bursary. Your bursary discount application will never be shared with anyone else, and will be kept confidential.

Pembroke College has its own statement about how it uses and shares personal information, which you can view at: <http://www.pem.cam.ac.uk/the-college/legal-information/data-protection/>.

With legal authorities

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

Publication of your personal information

The Committee will not make your personal information publicly available without your consent. It is not our intention to make such a request in any circumstances.

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 is used, please email the May Ball Committee Secretary in the first instance.

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: 08/01/2022

Pembroke May Ball Committee 2022