

St Catharine's College May Ball 2026

PRIVACY NOTICE

1. Introduction

St Catharine's College May Ball ("we" "us", or "our") respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties.

We will keep this Privacy Notice under regular review. It was last updated in March 2026.

2. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. This may include:

- Your name and contact details;
- Your college affiliation
- Information about your credentials, abilities, and professional background
- Data on your entitlement to work in the UK.
- The information you provide on the application form.
- Our findings while evaluating your application.
- Any further information you give us through your interview.

3. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To inform us in the application process and selection of workers.
- To register you as an employee and to manage our relationship with you.

Where the processing is based on your consent, you have the right to withdraw your consent at any time by contacting us using the details set out below. Please note that this will not affect the lawfulness of processing based on consent before its withdrawal.

We may also use anonymised data, meaning data from which you cannot be identified, for the purposes of:

- Service evaluation
- Promotional purposes.

4. Who we share your personal data with

Your personal data will be collected and processed primarily by the May Ball committee. (Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job at St Catharine's May Ball 2024.). We may share your personal data with the parties set out below for the purposes outlined below:

- St Catharine's College
- Businesses used for the storage and processing of your personal information.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your personal data for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

5. Lawful basis for processing

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be as follows:

- Consent. You have given us your consent for processing your personal data.
- Contract. The processing is necessary for the performance of a contract or in order to take steps prior to entering into a contract
- Legitimate interests. The processing of your personal data is necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by your interests or by fundamental rights and freedoms which require protection of personal data. It is in our 'legitimate interest' to hire the most qualified applicants.

6. Data minimisation

We will only collect data that is adequate, relevant and limited to what is necessary for the intended purpose.

7. Accuracy

We will ensure your personal data is kept accurate and up to date, with reasonable steps taken to erase or rectify inaccuracies immediately.

8. Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

10. Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to be informed of how your personal data is being used;
- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request to receive copies of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the Personnel officer at mayball.personnel@caths.cam.ac.uk

11. Contacting us

You can contact us by writing to: St Catharine's College, Trumpington Street, CB2 1RI, Cambridge

If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact one of our Personnel officers at mayball.personnel@caths.cam.ac.uk

12. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the Personnel officer so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).