

Conference & Events Record of
Processing Activities 1.0
(December 2023)

Process or Function	Purpose (why processed)	Data Types Example	Data Subjects	Personal Info Type	Retention period (policy)	Grounds for lawful processing (personal)	Grounds for lawful processing (sensitive personal)	Privacy notices that apply	How is data sourced?
Conference and Event bookings	To provide conferences and events.	Company / private individual email address, postal address, telephone number.	Customer - company and private individual.	Personal	7 years	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Conference and events	Provided by data subject
Conference delegate information	To book guests into bedrooms and ensure correct diets are provided	Names, dietary information, accessibility requirements, car registration.	Guest - event attendees	Personal	1 year	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Conference and events	Provided by data subject
Bed & breakfast guest information	To book a person into accommodation at their request.	Names, postal address, email address, dietary information, accessibility requirements, car registration.	Guest - private individual	Personal	Six years from end of the financial year to which the records relate.	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Conference and events	Provided by data subject
Credit card sales via online processor	To book a person into accommodation in accordance with their paid booking with Speedy Booker	Email address, name, amount, address	Guest - private individual	Personal	Six years from end of the financial year to which the records relate.	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Conference and events	Provided by data subject
Conference and Event enquiries	Responding to requests for availability, price, facilities and service information.	Company / private individual email address, postal address, telephone number.	Customer - company and private individual.	Personal	Three years from end of the financial year to which the records relate.	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Conference and events	Provided by data subject
Booking in students attending short academic programmes	To accept students onto LMH academic programmes and support visa applications	Names, passport numbers, dates of birth, place of University, academic results, postal address, email address, telephone numbers, dietary requirements, accessibility requirements, prior academic attainment	Guests - UK and international students	Personal	7 years	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Summer Programmes	Provided by data subject
Credit card payments	Taking payment	Credit card details.	Guest - private individual/student for SAP/company.	Personal	Six years from end of the financial year to which the records relate	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Conference and events	Provided by data subject
Taking payments from SAP students via online processor	To book a person onto a Programme in accordance with their paid booking via the University online shop	Email address, name, amount, address	Guests - UK and international students	Personal	Six years from end of the financial year to which the records relate.	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Summer Programmes	Provided by data subject
Assessing student academic attainment	To assess whether to offer a place on an LMH Programme	Transcripts of prior academic attainment, academic references	Guests - UK and international students	Personal	One year	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Summer Programmes	Provided by data subject
Providing SAP students academic feedback	To fulfil the learning goals of the short academic programmes	Feedback and marks on academic work submitted by the students	Guests - UK and international students	Personal	Seven years	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Summer Programmes	Provided by academic staff
Delivering online content	To provide academic content	Name, Email address	Guests - UK and international students	Personal	Seven years	Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract	N/A	Summer Programmes	Provided by data subject

