

## **Data Protection Policy** **E-Lab**

### **How we use your personal information**

This statement explains how King's College ("we" and "our") handles and uses certain information about people (personal data) who participate in the Entrepreneurship Lab ("E-Lab"). This includes College employees; organizers of, judges of, referees for participants, and participants in prize competitions; participants in other activities of the E-Lab including providing opportunities for networking, entrepreneurial and careers advice; donors; and suppliers of good and services. In broad terms, we use your information to conduct the E-Lab's events and other activities, which include connecting would-be entrepreneurs with successful entrepreneurs. Other personal data for these same people may be included in other College Data Protection Policies, particularly those for 'Staff and Senior Members', 'While on the Premises', 'E-Lab Essay Competition' and 'Services and Supplies'. Judge Business School students should see the privacy policy for 'Students'.

The controller for your personal data is King's College, King's Parade, Cambridge, CB2 1ST. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (ISL), 64 Bridge Street, Cambridge CB2 1UR; 01223 768745; college.dpo@ois.cam.ac.uk. ISL should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise 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 data, is the Freedom of Information Officer, [foi@kings.cam.ac.uk](mailto:foi@kings.cam.ac.uk).

### **Legal Basis**

The legal basis for processing your personal information is that the College has a legitimate interest in the processing. Unless otherwise stated, the processing is necessary for us to conduct E-Lab events and other activities; in the case of Committees it is necessary to keep College oversight of the E-Lab's events and other activities.

### **Information Processed**

We collect and process your personal information as below. We also process our correspondence with you whether it be on social media, email or otherwise, and in particular if you sign up for our e-mailing list. The retention period in each case is given in the College's Retention Schedule which is available by application at [archivist@kings.cam.ac.uk](mailto:archivist@kings.cam.ac.uk), (+44)(0)1223 (3)31444, or the Freedom of Information Officer as above.

*Applicants* for posts such as E-Lab Associate, Entrepreneur in Residence, or any other competition: data as supplied on your application, submission to or involvement in the competition or activity, and any referees or judges' comments and decisions. This is necessary to run the competition or event. Winners' names and winning entries may be published more widely in College or in the national media.

*E-Lab Associates, Research Associates, Mentors and Entrepreneurs in Residence*: contact details including CRSID, Cambridge or other University affiliation, photograph, and brief relevant biography as supplied by you. These are published on the E-Lab website. This is necessary for for sharing the work of the E-lab and for the E-Lab's networking purpose. We

will also process financial details supplied by you or your affiliated funding body for reimbursement or payment, this is necessary for paying any remuneration or reimbursements owing to you or your affiliated institution. If you are also an Associate of the Senior Common Room with dining rights, financial information about your dining expenses is processed as necessary for the College's financial operations.

*Organisers of events, the website or contributors to the E-Lab blog:* contact details, status in King's and any other Cambridge or other University affiliation, financial details supplied by you for reimbursement or payment, and the activities you perform for us including your output which may include your personal opinions.

*Committee membership:* The E-Lab Committee is part of College governance. The Senior Advisory Board for the E-Lab is not. In either case, the College processes the fact of your membership on the committee, contact details, status in King's and any other Cambridge or other University affiliation, the activities you perform for us including your output which may include your personal opinions, and anything recorded about you in the minutes such as committee positions held, your election to the committee, and any contributions that are credited to you in the minutes.

*Donors,* including individuals acting on behalf of donating institutions: contact details, the results of due diligence screening (the College's legitimate interest here is in protecting our reputation and protecting those who participate in our events), and your involvement with E-Lab activities including what your donation was.

*Competition judges:* contact details, your involvement with E-Lab activities, your personal opinions on the submissions.

*Referees:* Some competitions require the submission of letters of reference, e.g. the essay competition requires a teacher to verify a student's status at their school. Letters of reference may include your personal information in the form of contact details and opinions.

*Users of E-Lab advice facilities:* any correspondence that you have with the Entrepreneur in Residence, E-Lab Associates, Research Associates, Mentors, Careers Advisory Service, organisers of events, administrators or directors of the E-Lab, or any other communications you make through the E-Lab. We will normally only process your contact details as supplied by you.

*Suppliers of goods and services:* your contact details, what you are supplying and the financial and other arrangements between us, and our correspondence with you. This is necessary to fulfill any contractual obligations as well as to ensure the smooth functioning of events.

### **Who we share your data with**

We share your personal information within College as necessary to operate events and competitions (for example if you submit allergy or access information for the residential programme it will be shared with the Catering and Events office, or if you are organizing an event we may give your name and telephone number or contact email address to the Porters Lodge or to the Catering and Events Office for operational efficiency).

We share your personal data with the Entrepreneurship Committee and/or the Steering Advisory Board where it is relevant business for that committee, or necessary for that committee to operate efficiently (e.g. contact details of other committee members). Some members of these committees are not employed by the College or the E-Lab.

We use Eventbrite to manage ticketing to our events, and may use other platforms (such as

Google Docs for the essay competition) to hold information about competitions. In respect of this processing, Eventbrite/the other platform is a data processor on behalf of the College and the College is the data controller.

We share with third parties as follows:

We may publish, on the College or E-Lab website or blog, or more widely in University, local or national media, details of events (e.g. speakers), submissions to competitions (especially winning submissions), or information about participation in events which may include your photograph. Anonymised data about participants in the Residential Programmes is published on the E-Lab website.

Some events are recorded and published on the E-Lab website. Usually only the speakers are visible but sometimes some members of the audience are visible, and any questions raised are always part of the recording.

We share your submissions to competitions as necessary (e.g. with third party judges) to evaluate the competition, or with other participants in competitions, when it is operationally necessary (e.g. your contact details will be shared with those you are matched with when setting up teams for the Hackathon).

We share with third parties as required by law.

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.

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/> .

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