

**Glitterball 2021 GDPR ROPA (Guests)- V1 (September 2021)**

Category of Personal Data	Source of Personal Data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest (where appropriate)	Criminal Conviction Grounds
Name and email address- "basic data"	We obtain this data from you.	To allow our guests access to the ball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.  Processing is done with your consent.		N/A		N/A
Name, email address, telephone number "contact data"	We obtain this data from OXEX ( <a href="https://bookoxex.com">https://bookoxex.com</a> ).	The reason for obtaining "contact data" from attendees is to allow our ticketing system to function properly.  In case we cannot contact you via email, we ask for a contact telephone number.	Until a month after the ball, or until you deactivate your account on OXEX.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Name, contact details, card or other payment information- "transaction data"	Stripe ( <a href="https://stripe.com">https://stripe.com</a> ) (payment processor on OXEX's behalf) obtains this data from you.	As part of taking payments for ball tickets.	Six years from the end of the financial year to which the records relate.	Processing is necessary for performance of our contract with you.				
Bank account records, including names of payees and transaction details.	We receive this data from a third party (Barclays).	In the normal course of operating the Glitterball bank account.	Six years from the end of the financial year to which the records relate.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
IP address, geographical data, browser type, length of visit, page views- "usage data"	We obtain this data from you when you access our website.	As part of our website analytics, as outlined in our privacy policy and cookie policy.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Email address and subscription data- "notification data"	We obtain this data from our ticketing agent when you purchase a ticket via our ticketing platform, OXEX.	The reason for obtaining email addresses and subscription data is to be able to provide attendees with updates	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;		N/A		N/A

		and information about Glitterball. We may also send emails on behalf of our sponsors. Sponsors will not have access to this data.		Processing is necessary for performance of our contract with you.  Processing is done with your consent.				
'Early release' mailing list subscription data - "notification data"	We obtain this data from you when you sign up via our Google Form.	The reason for obtaining email addresses and subscription data for the early release mailing list is to offer you the chance to buy an 'early release' ticket.	Until a month after the early release period ends.	Processing is necessary for performance of our contract with you, namely providing you with early release tickets.  Processing is done with your consent.		N/A		N/A
'Post-ball' mailing list subscription data - "notification data"	We obtain this data from you when you sign up via our Google Form.	The reason for obtaining email addresses and subscription data for the post-ball mailing list is to keep you updated about future Glitterballs.	Until two years after the event, or until the next Glitterball, whichever comes first.	Processing is necessary for performance of our contract with you, namely providing you with details of future events.  Processing is done with your consent.		N/A		N/A
'Pre-early release' committee guest mailing list - "notification data"	We obtain this data from you when you sign up via our Google Form.	The reason for obtaining email addresses and subscription data for the 'pre-early release' service is to identify committee members of either OU or OBU LGBTQ+ Societies or former Glitterball Committee Members.	Until a month after the early release period ends.	Processing is necessary for performance of our contract with you.  Processing is done with your consent.		N/A		N/A
'Pre-general release' committee guest list - "notification data"	We obtain this data from Committee Members.	The reason for obtaining email addresses and names for the 'pre-general release' service is to identify or current Glitterball Committee Guests and offer them access to 'pre-general release' tickets.						
Name, email address, instagram handle, facebook profile, enquiry details- "enquiry data"	We obtain this data from you in the event you make an enquiry through our website or via our social media accounts.	The reason for obtaining "enquiry data" is to be able to answer enquiries about Glitterball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.  Processing is done with your consent.		N/A		N/A
Name, email address, communications- "customer relationship data"	We obtain this data from you in any communication we may	The reason for obtaining "customer relationship data" is to be able to answer	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data		N/A		N/A

	have with you surrounding Glitterball.	enquiries and respond to comments and suggestions by attendees of Glitterball, and to properly manage our customer relations.		protection rights and freedoms;  Processing is necessary for performance of our contract with you.				
Any content you may publish on our website- e.g. name or comments relating to the ball - "publication data"	We obtain this data from you in the event you publish anything related to the ball on our website.	The reason for obtaining "publication data" is to monitor the expectations and experiences of ball guests and attendees to improve their experience during the ball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Name, email address, declaration of eligibility for discounted ticket - "accessibility data"	We obtain this data from you when you sign up to be considered for a discounted ticket via our Google Form, during sign up for either the 'pre-early release' or 'early release' mailing list.  Only the Presidents and IT Officer of Glitterball 2021 will have access to this data. We will share this data with OXEX for the purpose of charging the discounted price.	The reason for processing "accessibility data" is to provide accessible tickets to the right individuals.	Until a month after the early release period ends.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is done with your consent.		N/A		N/A
Photos and video material on the night of the ball - "photo material"	We generate this data on the night of the ball.	To meet the expectations of ball-goers in terms of capturing memories for them as part of the ball experience.  The photographs and videos may be passed onto university archives as part of the historic record of events taking place within Oxford and to support historical research. Material may also be passed onto the OU and OBU LGBTQ+ Societies for similar purposes. Material may also be passed on to Sponsors for marketing purposes.	The video and photographs will be made available online on Dropbox ( <a href="http://www.dropbox.com">www.dropbox.com</a> ) for one year after their release.  Any material posted on our social media will be available indefinitely, unless you request for it to be removed.  Non-identifying material (material where you cannot identify individuals) may be kept indefinitely by us for publicity purposes. We may also ask certain individuals if identifying material can be kept for the same purpose.  We may take photos on the night to pass	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.	Glitterball has a legitimate interest in archiving events that it has hosted and/or organised.  Where an attendee has purchased/requested a no-photo lanyard, efforts will be made to remove any video/photo material in which they may have accidentally been included. This will be done prior to media release on our website, social media platforms and any third party.	N/A		N/A

			<p>on to our sponsors for their own marketing purposes, but will ask for express permission before taking these and before sending them off to the third party.</p> <p>If passed onto the university, the video and photographs will then be retained permanently within the university archives.</p>					
Name and/or Instagram handle - "giveaway data"	We obtain this data from you when you enter a giveaway or similar contest on our social media.	To identify you as the winner of a giveaway or contest and contact you to give you your prize.	Until a month after the ball, at which point the users' handles will be removed from the relevant posts. The posts themselves will remain available online indefinitely.			N/A		N/A

**Glitterball 2021 GDPR ROPA (Suppliers)- V1 (September 2021)**

Category of Personal Data	Source of Personal Data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest (where appropriate)	Criminal Conviction Grounds
Name and email address- "basic data"	We obtain this data from you.	The reason for obtaining attendees names and email addresses is to be able to provide them with more information about Glitterball.	Until a month after the ball.	<p>Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;</p> <p>Processing is necessary for performance of our contract with you.</p>		N/A		N/A
Name, email address, telephone number- "contact data"	We obtain this data from you.	<p>The reason for obtaining "contact data" from attendees is to allow our ticketing system to function properly.</p> <p>In case we cannot contact you via email, we ask for a contact telephone number.</p>	Until a month after the ball.	<p>Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;</p> <p>Processing is necessary for performance of our contract with you.</p>		N/A		N/A
IP address, geographical data, browser type, length of visit, page views- "usage data"	We obtain this data from you when you access our website.	As part of our website analytics.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;		N/A		N/A

				Processing is necessary for performance of our contract with you.				
Email address and subscription data- " <b>notification data</b> "	We obtain this data from you when you subscribe to Glitterball updates.	The reason for obtaining email addresses and subscription data is to be able to provide attendees with updates and information about Glitterball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Name, email address, enquiry details- " <b>enquiry data</b> "	We obtain this data from you in the event you make an enquiry through our website.	The reason for obtaining " <b>enquiry data</b> " is to be able to answer enquiries about Glitterball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Name, email address, communications- " <b>customer relationship data</b> "	We obtain this data from you in any communication we may have with you surrounding Glitterball.	The reason for obtaining " <b>customer relationship data</b> " is to be able to answer enquiries and respond to comments and suggestions by attendees of Glitterball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Any content you may publish on our website- e.g. name or comments relating to the ball- " <b>publication data</b> "	We obtain this data from you in the event you publish anything related to the ball on our website.	The reason for obtaining " <b>publication data</b> " is to monitor the expectations and experiences of ball guests and attendees to improve their experience during the ball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Photos and video material on the night of the ball.	We generate this data on the night of the ball.	To meet the expectations of ball-goers in terms of capturing memories for them as part of the ball experience.  The photographs and videos may be passed onto university archives as part of the historic record of events taking place within Oxford and	The video and photographs will be made available online for one year after their release.  The video and photographs might then be retained permanently within the university archives.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.	Glitterball has a legitimate interest in archiving events that it has hosted and/or organised.  Where an attendee has purchased/requested a no-photo lanyard, efforts will be made to remove any video/photo material in which they may have accidentally been	N/A		N/A

		to support historical research.			included. This will be done prior to media release on our website and social media platforms.			
Supplier and contractor information including names, contact details, communications with contractors, details of contracts, tender information, works undertaken, items purchased, invoicing arrangements, VAT numbers and payments made, banking details, information about the selection of contractors/suppliers, including information about the quality and/or value of the work or products.	We obtain this data from you. We generate this data about you.	As part of Glitterball's normal operations and dealings with its suppliers and contractors.	In the case of transaction records, six years from the end of the financial year in which the work was completed.  In the case of information about the selection of contractors/suppliers, including about the quality and/or value of the work or products, we will retain this whilst you remain a supplier or potential future supplier to future Glitterball events.	Processing is necessary for our performance of our contract with you;  Processing is necessary in order to take steps at your request prior to entering a contract;  Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedom.	Glitterball has a legitimate interest in engaging suppliers and contractors that meet its required standards.	N/A		N/A
Bank account records, including names of payees and transaction details.	We receive this data from a third party (the bank).	In the normal course of operating the Glitterball bank account.	Six years from the end of the financial year to which the records relate.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Title documents, transfers, and contracts which include the names of parties, signatories and witnesses.	We obtain this data from you.	In order to execute and retain title documents, transfers and contracts.	For a period of 6 years after receiving the document, transfer or contract.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;		N/A		N/A

Glitterball 2021 GDPR ROPA (Glitterball Committee)- V1 (September 2021)								
Category of Personal Data	Source of Personal Data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category-details of public interest (where appropriate)	Criminal Conviction Grounds
Name and email address- "basic data"	We obtain this data from you.	To allow our ticketing system to work.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A

Name, email address, telephone number- <b>"contact data"</b>	We obtain this data from you.	The reason for obtaining <b>"contact data"</b> from committee members is to have available for suppliers, vendors, other committee members etc, involved with the ball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Any content you may publish on our website- e.g. name or comments relating to the ball- <b>"publication data"</b>	We obtain this data from you in the event you publish anything related to the ball on our website.	The reason for obtaining <b>"publication data"</b> is to monitor the expectations and experiences of ball guests and attendees to improve their experience during the ball.	Until a month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;  Processing is necessary for performance of our contract with you.		N/A		N/A
Photos and video material on the night of the ball.	We generate this data on the night of the ball.	To meet the expectations of ball-goers in terms of capturing memories for them as part of the ball experience.  The photographs and videos may be passed onto university archives as part of the historic record of events taking place within Oxford and to support historical research.	The video and photographs will be made available online for one year after their release.  The video and photographs will then be retained permanently within the university archives.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.	Glitterball has a legitimate interest in archiving events that it has hosted and/or organised.  Where an attendee has purchased/requested a no-photo lanyard, efforts will be made to remove any video/photo material in which they may have accidentally been included. This will be done prior to media release on our website and social media platforms.	N/A		N/A
Minutes generated during ball meetings.	We generate this data about you.	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements	Indefinitely.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.	Glitterball has legitimate interests in collecting and storing data on past meetings to appropriately record ideas, suggestions and other information produced by the committee in said meetings, which might prove useful in future years.  If a committee member wishes to have their name redacted from the records, please inform the secretary.	N/A		N/A

Bank account details- including information regarding payments made on behalf of Glitterball.	We obtain this data from you.	This data is necessary for the treasurer to reimburse any purchases you may make on behalf of Glitterball.	Until one month after the ball.	Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;		N/A		N/A
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