

**hinxton
hall**
conference centre

Hinxton Hall Limited Conference Centre Privacy Notice

Thank you for your participation with the Hinxton Hall Conference Centre, a subsidiary of Hinxton Hall Limited (“we” or “us”). We are committed to protecting and respecting your privacy. This Privacy Notice explains how we, as Data Controller, handle your personal data when you engage with us. It also provides details of the rights that you have under data protection law. Such laws, for the avoidance of doubt, include the General Data Protection Regulation (“GDPR”) and its implementing legislation in the UK.

Our contact details for data protection queries

Hinxton Hall Conference Centre
Wellcome Genome Campus, Hinxton Cambridge CB10 1RQ
+44 (0)1223 834244
dataprotection@sanger.ac.uk
<https://www.hinxtonhall.org/>

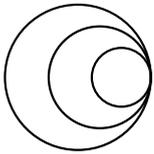
What type of data we collect about you

Through your participation with us, we may collect a variety of data from you and about you, including but not limited to the following:

- Name;
- Contact details (postal address, telephone number, and/or email address);
- Purpose of your visit and/or event participation;
- Dates of your attendance and/or stay on campus;
- Any special requirements or requests; and
- Any other information you provide

This data will only be collected directly from you or from meeting organisers on your behalf.

Please note that if your engagement with us includes being physically present on our campus, you may be recorded on CCTV to ensure safety of our premises. Please see our CCTV policy for more information, [here](#).



Purposes and legal grounds for processing

The reason we collect this personal data is to provide you with appropriate services and accommodation during your time at the Wellcome Genome Campus. Our lawful basis for processing your personal data is in order to perform a contract. The data we collect from you is necessary to enable us to provide the requested services.

In some cases, we may have a legitimate interest to process your personal data in order to ensure the safety and security of all people on campus, or in order to provide commercial services to you. Where applicable, we have carried out a balancing exercise between our interests and your rights, to ensure your rights are protected during the processing. Finally, in rare circumstances, we may need to process your data to comply with our legal obligations.

What we do with the data and who we share it with

We use the information that you have given us to provide the services you request, and will share it internally only where reasonably necessary for the performance of jobs. If you have registered directly with us for an event that has been organised by a third party, we will share your details with the organiser to facilitate the running of the event.

We may share your information with service providers we use to manage our bookings and contact lists, for example Kinetic Software and D2i. Your information may be stored in their systems. Please contact us if you would like more information about our suppliers.

If you have consented or asked to receive marketing materials, your information may be processed by our service partners, including DotDigital. For information about how DotDigital processes and protects your data, see their policy [here](#).

Other than as noted above, we will not share any identifiable personal data with any other third parties, and do not share your data outside the EEA.

How we store your data and when we delete it

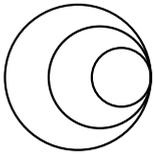
Your personal data is stored on our secure servers with password protection. Any physical papers with your information are stored in secure locked filing cabinets in our offices.

We retain your data for the duration of your engagement with us, and after such time we delete your data in compliance with our internal procedures.

Your data protection rights

You may have the right to request access, rectification or erasure, amongst other rights, in relation to your personal data.

Any request to exercise one of these rights will be assessed by us on a case-by-case basis. There may be circumstances in which we are not legally required to comply with a request



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because of relevant exemptions provided for in applicable data protection legislation. If we are required to comply, we have one month to respond in most cases.

Please contact us at dataprotection@sanger.ac.uk if you wish to make a request.

How to complain

If you have concerns about how we have handled your personal data, you should get in contact with us at dataprotection@sanger.ac.uk in the first instance. If you are dissatisfied with our response, you have the right to complain to your Data Protection Authority. In the UK, that is the Information Commissioner's Office (ICO).

The ICO's contact details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

<https://ico.org.uk/make-a-complaint/>

Thank you again for supporting the Hinxton Hall Conference Centre.