

## **1 Terms and Conditions**

- a. Corpus May Ball 2019 (hereafter “the Ball”) is organised and run by the Corpus May Ball 2019 Committee (hereafter “the Organisers”), under the direction of the Ball President, Thomas Melvin.
- b. The Organisers may be contacted at Corpus Christi College, Trumpington Street, Cambridge, CB2 1RH or at [president\\_2019@corpusmayball.co.uk](mailto:president_2019@corpusmayball.co.uk).
- c. Participation at the Ball is subject to the following Terms and Conditions. Failure to adhere to these Terms and Conditions may result in refusal of entry or ejection from the premises.
- d. These terms and conditions are subject to change up until the day of the Ball.

## **2 Ticket Application and Booking Procedure**

- a. Ticket applications will only be accepted where the Lead Applicant (hereafter “the Applicant”) is a current student, alumnus or employee of the University of Cambridge and/or of its constituent Colleges.
- b. Tickets to the Ball are subject to availability.
- c. Applications for tickets will only be accepted via the Organisers’ official booking page at [www.corpusmayball.co.uk](http://www.corpusmayball.co.uk) (hereafter “the Ball Website”).
- d. Applications for tickets will be released to Corpus Christi College students, followed by St Catharine’s College students with reserved tickets remaining for Fellows and Alumni of Corpus Christi College. Applications for remaining tickets will then be opened and allocated by random ballot.
- e. Tickets may only be transferred to another individual with the permission of the Organisers (see Section 4).
- f. Tickets may not be resold for commercial gain. Where a person is found to be reselling tickets for commercial gain, both the ticket seller and ticket buyer(s) will be refused entrance to the Ball and forfeit all their tickets without refund.
- a. Applicants may additionally apply for tickets for accompanied bone fide guests (hereafter “Guest(s)”). The Applicant must notify their Guest(s) of these Terms and Conditions. The Applicant submits, upon application, to these Terms and Conditions on behalf of their Guest(s). Applicants will be held responsible for the actions of their Guest(s) throughout the Ball.
- g. All Applicants and Guests must be over the age of 18.
- h. The Applicant is responsible for providing the Organisers with their own details and details of their Guests as described on the Ball Website at the time of booking. The Organisers cannot be held responsible for incorrect registration.
- i. A ticket is valid only if the ticket-bearer’s name matches the name that was supplied when the ticket was purchased
- j. Booking of a ticket or tickets for the Ball is not confirmed until the person making the booking has received a confirmation email from the Organisers. While this email provides confirmation of the booking, it does not confer the right of entry to the event.
- k. In the event that the Ball sells out, the Organisers reserve the right to create a reserve list of Applicants at their discretion. If tickets become available later, they will be issued to Applicants on the reserve list by random ballot.
- l. Personal information is dealt with in accordance with the General Data Protection Regulation. A privacy policy is published on our website. Your information will not be passed to third parties without your express consent. Your information will only be used for the purpose of the Ball.

### **3 Payment**

- a. Students of Corpus Christi College will be billed for tickets on their college statement or pay using a debit or credit card.
- b. Online card payments will be taken through a service provided by Stripe. By paying online, the Applicant agrees to pay a booking fee, which will be made clear at the point of purchase.
- c. Only at the discretion of the Organisers, and under exceptional circumstances, may payment be made by bank transfer or by cheque. Under no circumstances will payment by cash be accepted.
- d. The Organisers reserve the right, at their discretion, to offer discounts of up to 100% of the value of any ticket to any person.
- e. Applicants are advised to follow carefully all payment instructions provided on the Ball Website, and to retain proof of payment. The Organisers take no responsibility for money lost by failure to follow the payment instructions detailed on the Ball Website.

### **4 Refunds, exchanges and amendments**

- a. No refund will be offered for any Ball ticket(s), except in exceptional circumstances and at the discretion of the Organisers.
- b. If a refund is offered, the Organisers reserve the right to pay the refund by a method of their choosing.
- c. If a ticket is refunded that was initially bought with a discount, the refund will be equal to the amount that was originally paid.
- d. At the Organisers' discretion, an Applicant may transfer ownership of their ticket(s) to another person who satisfies the conditions of (2.a) and (2.h). It is the sole responsibility of the initial Applicant to pursue any desired financial compensation from the newly transferred Applicant if necessary.
- e. At the Organisers' discretion, an Applicant may amend the name(s) or other details on their ticket(s).
- f. For all refunds, exchanges and amendments, the Applicant must provide appropriate identification and proof of payment. At the Organisers' discretion, an administrative fee may be charged of up to 20% of the ticket's value.
- g. Requests for refunds, exchanges or amendments should be made on the Ball website. Requests will only be accepted up to two weeks before the Ball.
- h. Guests invited by the Corpus May Ball 2019 Committee, inclusive of Guests under any committee swap arrangement, will not be allowed refunds, exchanges and/or amendments under any circumstances.

### **5 Admission to the Ball**

- a. Tickets will be digitally distributed to aid in the committees goal of minimizing the environmental impact. This distribution will be at the Organiser's discretion, in advance of the Ball. It is the responsibility of the applicant that they have the necessary facility to display this electronic ticket when requested.
- b. Entry to the Ball will only be granted on presentation of a valid digital ticket. Photographic identification (e.g. University Card, passport, driving licence) is required for admission; the name on the identification must match the name that was submitted to the Organisers. On admission, a wristband will be fitted to each Applicant and their Guests.

- c. The Organisers reserve the right to inspect clothing, containers, packages and bags in the possession of Applicants or Guests, in order to confirm that these terms and conditions are being adhered to.
- d. Entrance outside the advertised times will not be permitted without the prior consent of the Organisers.
- e. Entrance to the Ball is final, and no re-entry will be permitted except by prior consent of the Organisers.
- f. Use of the cloakroom provided is at the Applicant or Guest's own risk. The Organisers cannot be held responsible for the security of personal possessions stored in the cloakroom or in any other location at the Ball.
- g. On entering the Ball, Applicants and Guests agree that photographs and video may be taken by our contracted photographers and that these may be released into the public domain, such as being published on the Ball Website. The copyright of these photographs and videos will be retained by the Corpus May Ball 2019 Committee.

## **6 Conditions of Admission**

- a. Applicants and Guests are required to wear their wristband for the entire duration of the Ball.
- b. Applicants and Guests are required to show their wristband at any point during the Ball to the Organisers or contracted security personnel who request to see it.
- c. The Organisers, Corpus Christi College Staff and contracted security personnel, reserve the right, with reasonable cause, to refuse entry or remove any Applicant or Guest from the Ball, at any point during the Ball, without any entitlement to a refund. Some reasonable causes include, but are not limited to, cases where the Applicant or Guest:
  - i. Is under the excessive influence of alcohol;
  - ii. Is under the influence of drugs;
  - iii. Is not in possession of appropriate identification or a valid ticket;
  - iv. Is under the age of 18 on the day of the ball;
  - v. Takes glass outside designated areas;
  - vi. Exhibits disruptive, aggressive, rude or inappropriate behaviour while queuing to enter the Ball or once inside;
  - vii. Brings a prohibited item into Corpus Christi College. These include, but are not limited to: alcohol; animals except service animals (e.g. guide dogs, police dogs and horses); weapons; any items that could be used as a weapon; camera tripods, monopods, telephoto camera lenses with a focal length capacity greater than 200mm; drink and food cans; fireworks; glass (including bottles); large containers in excess of 1.5 litres; flags, banners or signs larger than 1 metre by 1 metre in size or with handles longer than 50cm in length; musical instruments and amplification equipment; unauthorised advertising or marketing material or flyers; any substances whose possession is prohibited by law;
  - viii. Attempts to: (a) disrupt or interrupt any event; (b) engage in conduct which is a risk to the safety of themselves or of others; or (c) engage in any conduct, act towards or speak to any person in a manner which offends, insults, humiliates, intimidates, threatens, disparages or vilifies that other person on the basis of race, religion, colour, sexual orientation, descent, nationality or national origin;
  - ix. Attempts to cause wilful damage or harm to any part of Corpus Christi College or the Ball infrastructure, including buildings, fixtures and fittings, fences, and vegetation;

- x. Attempts to interfere with, obstruct or hinder the Organisers or their contractors, Corpus Christi College staff, or authorised officers in the exercise of their powers, functions or duties;
  - xi. Attempts to enable a person without a valid ticket (a “gatecrasher”) to enter the Ball by any means, which include, but are not limited to: opening an entrance into Corpus Christi College; concealing a gatecrasher in any space in Corpus Christi College; communicating with a gatecrasher; distracting or obstructing the Organisers or security contractors to enable a gatecrasher to enter; helping a gatecrasher assume a false identity; providing material to a gatecrasher with which they could manufacture a counterfeit ticket and/or wristband; providing false information to the Organisers or security contractors;
  - xii. Takes photographs and recordings for any purpose other than personal use;
  - xiii. Smokes in any area other than the designated smoking area, which will be clearly marked.
- d. The Organisers enforce the University of Cambridge common policy on gatecrashers; any gatecrashers will be added to a university-wide blacklist.
  - e. Notwithstanding (6.c.xi), the Organisers may require Applicants or Guests to refrain from taking photographs or recordings if it is necessary to prevent the Organisers from being in breach of contract for a particular reason. Any such requirement will be made clear on the night of the Ball.
  - f. For security purposes, the Organisers or their contractors may operate surveillance equipment within Corpus Christi College, including security cameras.
  - g. By entering the Ball, you consent to information about yourself (including photographs and film) being recorded and disclosed to others without compensation or notice, including (without limitation) law enforcement agencies and persons involved in relevant legal or disciplinary actions, to the extent that Corpus Christi College deems such disclosure to be necessary in order to protect their lawful interests, the public interest, or the safety of persons or property present at the Ball.
  - h. The Ball is a black tie event. Black tie, white tie, military dress and national dress are the only acceptable forms of attire. Sports blazers are not permitted. The Organisers reserve the right to refuse admission to Applicants or Guests who fail to adhere to this dress code. Organisers, no less than 2 weeks before the event, may time to time permit exceptions under this rule dependent on exceptional circumstances which must be communicated to said organisers 2 weeks before.
  - i. Decorations, military, honourific, or otherwise, may be permitted at the ball dependent on the organisers discretion.
  - j. Bar staff have the right to refuse to serve any Applicants or Guests they deem as intoxicated at any point in the evening.
  - k. The Organisers may alter these conditions if such changes are reasonably necessary to address safety issues or otherwise protect legitimate interests of the College.

## **7 Health and Safety**

- a. Applicants and Guests must comply with all instructions and rules given in this regard by the Organisers or their contractors, Corpus Christi College staff, or authorised officers.

## **8 Disabilities, allergies and other special measures**

- a. Applicants or Guests with disabilities that are likely to require special measures should contact the Organisers at least one month before the Ball at [ticketing\\_2019@corpusmayball.co.uk](mailto:ticketing_2019@corpusmayball.co.uk).
- b. If adequate notice is given, the Organisers will ensure that Applicants or Guests with disabilities have a Personal Emergency Evacuation Plan (PEEP), if one is necessary.
- c. The Organisers will make all reasonable attempts to accommodate Applicants or Guests with disabilities so that they can enjoy as much of the Ball as possible.
- d. The Organisers cannot be held responsible for any injury, loss, damage to personal property or other inconveniences that arises because an Applicant or Guest with a disability has not notified the Organisers.
- e. Applicants and Guests who suffer from epilepsy or similar conditions are hereby notified that there will be substantial use of flashing lights in many areas at the Ball.
- f. Applicants and Guests with food allergies should specify these on the form provided on the Ball Website, or subsequently notify the Organisers at [ticketing\\_2019@corpusmayball.co.uk](mailto:ticketing_2019@corpusmayball.co.uk). The Organisers cannot be held responsible for any injury, illness or other inconvenience that arises because an Applicant or Guest with a food allergy has not notified the Organisers.
- g. While every effort will be made to ensure that certain foods are free of particular allergens, the Organisers cannot guarantee that these foods will be free of trace elements.

## **9 Liability**

- a. Other than for death or personal injury resulting from the negligence of the Organisers, the Organisers and Corpus Christi College will not be liable for any injury, loss or damage to personal property suffered by any Applicant or Guest during the Ball.

## **10 Programme**

- a. The programme of the Ball is at the discretion of the Organisers and is subject to change without notice.

## **11 Force Majeure**

- a. No refunds will be made if the Ball or any part of the programme has to be cancelled due to an "Event of Force Majeure", including, but not limited to: acts of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves, floods, hurricanes or other natural disasters); war, hostilities, invasion, acts of foreign enemies, mobilisation, requisition, or embargo; rebellion, revolution, insurrection, or military or usurped power, or civil war; nationalisation; government sanction; blockage; embargo; lockout or interruption or failure of electricity, water, telephone or internet services; contamination by radioactivity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly; contamination by substance with chemical or biological hazard; riot, commotion, strikes; or acts or threats of terrorism.

This statement explains how the Corpus May Ball 2019 (“we”, “us” and “our”) handles and uses the personal information we collect about our website users and ticket applicants for processes relating to our operations and activities.

When changes are made to this statement, we will publish the updated version on our website.

For GDPR purposes, the controller for your personal information is the Corpus May Ball 2019. The person responsible for data protection within the Corpus May Ball 2019 committee is the Treasurer, who can be contacted at [treasurer\\_2019@corpusmayball.co.uk](mailto:treasurer_2019@corpusmayball.co.uk).

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

We collect and process your personal information for a number of purposes, including:

- Maintaining your personal details (e.g. your name, email, CRSid), including ensuring effective communications with you.
- Keeping financial records (e.g. payment of your ticket fees).
- Maintaining a formal record of communications with us.
- Undertaking research into our activities (e.g. traffic data, location data and other communication data).
- For security and fraud prevention (e.g. IP address).
- Managing complaints made to us.

Our normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the Corpus May Ball 2019 to run safely and effectively, and as we only collect and use minimal information for the limited purposes listed here, we do not consider that your own interests override ours. When you purchase a ticket, we need to collect personal data to fulfil our legal contractual obligation. If we use your personal information outside of the purposes listed here, we will seek your consent to do so in advance.

We keep your personal information for as long as we need it, and usually for two years after the Ball itself. At the end of the retention period, the data will either be deleted or anonymised so it can no longer be linked back to an individual. Personal data linked to purchases or any other financial transactions are kept for a minimum of 6 years as required by UK law to retain financial data.

## **How we share your personal information**

- We share some of your personal information with Corpus Christi College for the

purposes of processing ticket payments and event safety. Privacy Policies: [https://www.corpus.cam.ac.uk/sites/default/files/downloads/gdpr\\_2.1\\_dps\\_students.pdf](https://www.corpus.cam.ac.uk/sites/default/files/downloads/gdpr_2.1_dps_students.pdf), <https://www.corpus.cam.ac.uk/alumni/alumni-community/data-protection-statement>.

- We share some of your personal information with Stripe for the purposes of processing card payments. If you choose to pay by this method then your card details, name, address and email will be transmitted to Stripe securely for the processing of payment and for fraud prevention. If you choose to store your card details then this will be saved alongside your name, address and email on Stripe's servers. Privacy Policy: <https://stripe.com/gb/privacy>.
- We use eUKhost to store electronic copies of personal information. In some instances, your personal data may be stored on eUKhost servers; any data stored there is managed to ISO27001 standards and is controlled by us. Privacy Policy: <https://www.eukhost.com/privacy-policy.php>.
- We use Google for document storage and collaboration. In some instances, your personal data may be stored on Google servers; any data stored there is encrypted at rest and is controlled by us. Privacy Policy: <https://policies.google.com/privacy>.

The data that we collect from you is stored in the UK but may be processed by one of our suppliers with staff operating outside the European Economic Area. Such staff may be engaged in, among other things, the processing of your payment details. All the suppliers above have been carefully selected to ensure they provide suitable protections under GDPR. By submitting your personal data, you agree to the processing of this data outside of the EEA.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance.

## **Cookies, IP Addresses and Google Analytics**

We collect IP address information for security (DDoS prevention, anti-hacking and fraud prevention), diagnostics and statistical analysis of traffic used for improvements to the performance and usability of our services, for GDPR purposes we collect this information under legitimate interest.

A cookie is a small file saved on your computer that is used to help store preferences and other information that is used by websites you may visit. We use cookies for the following purposes:

- Authentication of users when logging in or out of our services.
- Analysis of traffic to our website via Google Analytics.
- Tracking of website preferences.

You can block cookies by activating the setting in your browser, which allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies you may not be allowed access to all or parts of our site. Unless you have adjusted your browser settings so that it will refuse cookies, our system will issue cookies as soon as you visit our site.

We use Google Analytics to collect anonymous data about the users of our sites such as how often they visit, what pages they visit, what time they visit, how long they stay and what country they are visiting from.

You can prevent Google Analytics from collecting this information by installing the google opt-out browser add-on: <https://tools.google.com/dlpage/gaoptout>.

To learn how Google uses data collected from our own site please see the following link: <https://policies.google.com/privacy/partners?hl=en-GB&gl=uk>.

## **Your rights**

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways.

If you have questions or concerns about how your personal information is used, please contact us using the above details.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

Last updated: 1<sup>st</sup> November 2018