



Cambridge University Badminton Club (CUBaC) Privacy Policy

Privacy Statement - How we use your personal information

This statement explains how the Cambridge University Badminton Club, CUBaC (“we”, “us” and “our”) handles and uses the personal information we collect about our members for processes relating to our operations and activities.

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

Personal data that we hold

We hold only information that you provide to us. For example, you may give us information by filling in forms on our website, or by corresponding with us by email or otherwise.

Most records contain:

- unique personal identifiers and biographical information (e.g. student number, date of birth, Badminton England number)
- details of your education (e.g. course and dates of study)
- your contact details and those of your emergency contact
- details of your interactions with us, including:
 - your membership and achievements with us
 - your attendance at our events
 - other contact with us or our partners (as listed below)
 - details of benefits and services provided to you
- personal data provided by you for a specific purpose (e.g. disability and dietary preferences for event management purposes)
- your communication preferences, to help us provide tailored and relevant communications

How we use your personal information

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

- Maintaining your personal details, including ensuring effective communications with you.
- Keeping financial records (e.g. payment of your membership fees).
- Maintaining a formal record of your activities with us.
- Undertaking research into our activities.
- Managing complaints made to us.
- Managing society alumni relations and fundraising.

Communications to you may be sent by post, telephone or electronic means (principally by email), depending on the contact details we hold, the consent that you have provided, and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

How we share your personal information

We share the above categories of data with the University and the Colleges to provide you with a coordinated approach. Any transmission of data to or from the University and Colleges is managed through agreed processes which comply with relevant data protection legislation. The University and each College has its own data protection statement and procedures.

Additionally, we share the above categories of data on a considered and confidential basis, where appropriate, with:

- third parties engaged by us to provide fundraising related services, such as:
 - companies that provide us with data about alumni and supporters
 - consultants advising us on individuals' capacity to donate
 - other contractors providing services to you on our behalf or services to us
- selected companies who provide products and services that we endorse
- Badminton England for the purposes of mandatory registration.
- British Universities and Colleges Sport (BUCS), for the purposes of player entry and eligibility checks.
- our sponsors for the purpose of publicising our club or their organisations.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the University or 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.

How we protect your data

We ensure we have appropriate data sharing arrangements in place before sharing your personal data.

We do not sell your personal data to third parties under any circumstances.

We also facilitate communication between individual members, but in doing so we do not release personal contact details without prior permission.

Any transfers of your data overseas (outside of the European Economic Area), as set out above, are protected either by an 'adequacy decision' by the European Commission (declaring the recipient country as a 'safe' territory for personal data) or by standard contractual clauses adopted by the European Commission (which give obligations for the recipient to safeguard the data). Further information about the measures we use to protect data when being transferred internationally is available from us (via the contact details are set out below).

Your rights

You have the right to:

- ask us for access to, or rectification or erasure of your data
- restrict processing (pending correction or deletion)
- object to communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability)

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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/>).

Further information

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data.

The controller for your personal data is the Cambridge University Badminton Club. The person responsible for data protection within our society is the President (contact details at cubac.org/committee-and-coaches).

Please contact us if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests. We will retain your data indefinitely in support of your lifelong relationship with us or until you request us to do otherwise. We will publish any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Signed:

A handwritten signature in black ink, appearing to read 'B Wharton', with a long horizontal line extending to the right.

Benjamin Wharton
CUBaC President 2019-21
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Date: 05/10/2020