

How we use your personal information – Cambridge University Eton Fives

This statement explains how the Cambridge University Eton Fives Club handles and uses the personal information we collect about our members and other people for processes relating to our operations and activities.

When changes are made to this statement, we will notify you by email that the document has been updated on our website.

The controller of your personal information is Cambridge University Eton Fives. The person responsible for data protection within our society is the Junior Treasurer whose contact details can be found on the website.

How we use your personal information

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

- Collecting your email addresses so that you can be part of the emailing list and be notified of any upcoming events and notification. We will retain your university email for as long as you remain a current active member of the club
- We may collect details of your college so that we are able to update our honours board every year for the top three pairs at varsity, which may be retained as long as the honours boards remain
- Your subject for the purpose of player profiles, which will be retained for as long as your email is.
- Your year group/year of matriculation/year of graduation so that we are able to retain your information only for the length of time necessary
- Once you graduate you will have the opportunity to provide us with your personal email to use as a contacting method for future events and activities. This will be retained for five years (or until you wish to no longer be contacted by the club) at which point we will contact you to see if you wish to remain on the mailing lists.
- This data will be held on a google spreadsheet that will be for the use for the committee, such that they can get into contact with you as required by their roles

How we share your personal information

- We share some of your personal information with the University, only where there is a specific need to, including for registration as a University Sports Club, and to provide your blues and sporting records for your University records.
- We use University IT facilities to store electronic copies of personal information.
- We share pictures on our website of the teams

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.

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/>).

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