



Cambridge University Eton Fives Club Privacy Policy

DATA PROTECTION STATEMENT

This statement explains how the Cambridge University Eton Fives Club (“we” and “our”) handles and uses the personal data we collect about our members and our past, current and future supporters (“you” and “your”).

We are committed to protecting your personal information and being transparent about what information we hold.

PERSONAL DATA THAT WE HOLD

We may hold information relating to you from a number of sources. A significant proportion of the information we hold is that which you provide to us (for example, by filling in a membership form, or by corresponding with us by telephone, email or otherwise).

Most records contain:

- Unique personal identifiers (e.g. your name)
- Details of your education (e.g. your college, course and dates of study)
- Personal data provided by you for a specific purpose (e.g. medical conditions, allergies, and emergency contact details)
- Your contact details
- Your communication preferences, to help us provide tailored and relevant communications
- Your history of any donations made to us

Before seeking or accepting major donations we are required to conduct due diligence, including reviewing publicly available personal data relating to the donor's criminal convictions and offences.

HOW WE USE YOUR DATA

Your data is used by us 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 notifications
- We may collect details of your college for Cuppers, and so that we are able to update our honours board every year for the top three pairs at varsity
- Your subject for the purpose of player profiles
- Your year group/year of matriculation/year of graduation to differentiate between two or more alumni with the same name
- Pictures on our website of the teams and players
- Once you graduate you will have the opportunity to provide us with your personal email and/or other details to use as a contacting method for future events and activities

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.

WHEN WE SHARE YOUR DATA WITH OTHERS (OUR PARTNERS)

We share the above categories of data with the University, only where there is a specific need to, including:

- Club registration
- Club insurance
- Blues
- Philanthropy

Any transmission of data to or from the University is managed through agreed processes which comply with relevant data protection legislation. The University 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 the Eton Fives Association for fixture registration and fixture reports.

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 use Google Drive to store electronic copies of personal information. This data will be accessible only to the existing committee.

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.

YOUR RIGHTS

You have the right to:

- Receive an electronic copy of the personal information that we hold about you
- Correct any inaccurate personal information we hold about you
- Delete personal information
- Restrict processing
- Object to communications or direct marketing

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 details below. 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/concerns/>).

FURTHER INFORMATION

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 Eton Fives Club, and we can be contacted at cuetonfives@gmail.com.

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.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, years of study) to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid).

Signed:



Hugo Azerad
CUEFC Senior Treasurer
Date: 19/06/24

Signed:



Riki Houlden
CUEFC President
Date: 19/06/24