

Cambridge Society of Sheffield Data Protection Statement

This statement explains how the Cambridge Society of Sheffield manages and uses the personal data collected about members of the Society, past, current and future. The Society is committed to protecting your personal information and being transparent about what information it holds.

Personal Data Maintained

Personal information about members will be collected from information members provide about themselves, either in correspondence with the Society, or as a result of signing up to individual events. Information may also be provided by members about potential members when introducing them to the Society.

The Society's records may contain the following data derived in the above manner:

- ☐ your forename and surname
- ☐ details of your college and matriculation date
- ☐ the subject you read
- ☐ your contact details, be this email address, postal address or phone numbers
- ☐ your partner's name
- ☐ whether you wish to be on the circulation list or not
- ☐ your communication preferences: email, or post
- ☐ copies of significant correspondence with the Society
- ☐ a record of your attendance at events

Use of the Personal Data

Your data is used primarily for managing events: circulating schedules of upcoming events, information about an event, invitations to and application forms for an event, attendance lists for an event.

Occasionally the Society will, at the request of a member, circulate information publicising an event of interest to them, but only when this has a strong Cambridge University connection.

The Society will also circulate events of neighbouring Cambridge Societies, currently Derby, when they provide such information, and when it is considered of interest.

Personal data will also be used to monitor the preference of members for various events, and the demographics of our members against the population of Cambridge Alumni in the catchment area.

Occasionally, the Society may poll the membership asking for an opinion, in order better to manage the Society

Aggregated anonymised data may be provided to the University at their request.

CAMBRIDGE SOCIETY SHEFFIELD

The Society will always respect a request by you to stop processing your personal data

Protection of Your Personal Data

The Society does not share your personal data with any other organisation, or within the Society itself, except by your explicit request or with your agreement.

Your Legal Rights are:

- ☐ to ask for access to, or rectification or erasure of your data held by the Society
- ☐ to restrict processing (pending correction or deletion)
- ☐ to object to communications
- ☐ to ask for the transfer of your data electronically to a third party (data portability)
- ☐ to lodge a complaint with the Information Commissioner's Office, website: <https://ico.org.uk/concerns/>

Further Information

The controller for your personal data is the Cambridge Society in Sheffield and they can be contacted through the Secretary, as recorded in the footnote below.

Your data will be retained indefinitely in support of your lifelong relationship with the Society, or until you request the Society to do otherwise. Any changes to this Data Protection statement will be circulated to the membership.

If you exercise your right to erasure, the Society will continue to maintain a core set of personal data (name & membership details) to ensure it does not contact you inadvertently in the future.

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