

Cambridge Society of Surrey

Data Protection Statement

This statement explains how we, the Cambridge Society of Surrey, handle and use the personal data we collect about you, our members and our past, current and future supporters.

Developing a better understanding of our members and supporters allows us to keep in touch with you in order to keep you apprised of our activities and developments, to provide services to you, and to identify ways in which you can support us.

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

Personal data that we hold

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

Most records contain:

- education details (e.g. your Cambridge college, matriculation date and subjects read)
- your contact details (updated whenever you let us know that they have changed)
- details of your interactions with us, including:
 - your membership and offices held with us
 - your attendance at Surrey events
- details about your family (e.g. your marital status, the name of your partner or spouse)
- 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
- where applicable, based on information which you provide to us and, in some cases, publicly available information and information from our partners (see below), information about your areas of interest and extracurricular activities

How we use your data

Your data is used by us for a number of interdependent purposes in support of alumni relations and supporter communications. These include:

- sending you publications (e.g. newsletters and event booking forms)
- conducting surveys
- providing services
- inviting you to our events
- internal record keeping, including the management of any feedback or complaints
- administrative purposes (e.g. in order to administer an event you have registered for or attended)

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.

When we share your data with others (our partners)

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 other Cambridge alumni groups.

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 personal data outside the UK are carried out in accordance with UK data protection law and subject to appropriate safeguards.

Your rights

You have the right to:

- request access to the personal data we hold about you
- request correction of inaccurate personal data
- request that we erase your personal data
- object to the processing of your personal data
- request that we restrict how we use your personal data
- withdraw consent where processing is based on consent

Requests should be submitted using the contact details below.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Contact details

The controller for your personal data is the Secretary, Susanna Bellino, who can be contacted at camsoc.surrey@gmail.com.

We process personal data in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.