

THE CAMBRIDGE SOCIETY OF KENT.

DATA PROTECTION STATEMENT.

This statement explains how The Cambridge Society of Kent (CSK) handles and uses the personal details which it collects about its members, their guests and its suppliers. Retention of this information regarding its members enables CSK to keep in touch with them in order to keep them advised of CSK activities and future proposals. CSK is committed to protecting all personal information and being open about the nature of the information which it holds.

Personal Data Held:

The personal information held by CSK will primarily be that provided by its members on completed membership application forms, completed meeting application forms and in correspondence from members by post, telephone, email or otherwise. On occasion, details regarding members may be received from Cambridge University and its colleges.

The records will contain:

- Contact details as supplied and periodically updated by members.
- Details of a member's college and years in residence there.
- Details of a member's participation in CSK events.
- Where appropriate, details of a member's Committee service.
- Personal data supplied by members for specific purposes (e.g. disability requirements or dietary preferences).

Use of Personal Data by CSK:

Members' Personal Data is used by CSK for:

- Sending to members details of its activities and inviting them to attend events.
- Conducting surveys.
- Internal record-keeping.
- Administrative purposes.

Communications to members may be sent by post, telephone, or electronically having regard to the preferences expressed by members about the method of communication which they wish to be employed.

Sharing of Data:

CSK does not share the personal data which it holds with any other body or person. In the event that Cambridge University or its colleges seek information, this will only be provided on the specific written consent of the member. CSK will also facilitate communication between individual members, but, in doing so, will not release personal contact details without prior written authorisation. The written consent/authorisation of the member may be transmitted either by post or electronically.

Members' Rights:

Members have the right to:

- Ask CSK for access to, or rectification or erasure of, their individual data.
- Restrict the data provided.
- Object to the receipt of communications by any specific method.
- Request the transfer of their individual data to a third party.

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

Further Information:

The legal basis for processing your personal data for the purposes set out above is that it is necessary for the pursuit of CSK's legitimate interests. CSK always handles personal data securely and minimises its use, and there is no overriding prejudice to members by using their personal information for these purposes. However, there is no statutory or contractual requirement for members to provide CSK with any personal data.

The controller of members' personal data is the Hon Secretary for the time being of CSK who currently can be contacted at 43 Marlborough Crescent, Sevenoaks, Kent. TN13 2HH.

Please contact the Hon Secretary if you have any concerns or questions about the above information or if you do not wish CSK to process your personal data for specific purposes. Where members have specific requests relating to the management of their personal data, CSK will endeavour to resolve these but there may be circumstances where it is unable to comply with a specific request.

CSK will retain the personal data of members for the duration of their membership, and not more than one year after the termination of such membership, or until requested by a member to do otherwise. CSK will publish any changes which it may make to the Data Protection Statement, and will notify members directly whenever possible.