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Data protection statement

Data protection statement

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

The European Data Protection Regulation (GDPR), effective since 25 May, 2018, obliges us to obtain your explicit consent to store and process your personal data (as defined below) at the time we collect them. For those from whom we held data before 25 May 2018, we must obtain their separate explicit consent.

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 through the membership application form you remitted to us when you applied to become a member.

Most records contain:

The data we essentially collect from you and store are

- your identification details (name and surname, title, nationality, e-mail and postal address, telephone number,
- some optional professional information (occupation and institution), and
- your connection with the Cambridge University (matriculation year, college(s), degree(s) and subject(s) with their respective dates, as well as other possible affiliation with the University,
- we also trace the payments of your subscription fees and participation in events.

The collection of some data on our members is imposed on us by the law governing non-profit-making organisations (Asbl). These data are marked by an (*) on the membership application form.

We update these data whenever you let us know that they have changed.



We may occasionally, for the purpose of specific events, record some additional personal data provided by you (e.g. disability and dietary preferences for event management purposes).

How we use your data

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

- inviting you to our events, or events organised by organisations with similar purposes as ours,
- sending you information of general interest within the scope of our aims and objectives (e.g. conferences, members special achievements, and updates about our activities)
- conducting surveys, occasionally,
- sending you requests for volunteers to help with our events and activities,
- 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 will normally be sent by email, but may also be sent by post or telephone, depending on the contact details we hold 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 do not use personal data for the purpose of raising funds or calling for donations.

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 may occasionally share the above categories of data with other organisations with similar purposes as ours (e.g. the Oxford University Society of Luxembourg (OUSL), the London School of Economics Luxembourg Alumni Society, ... (our partners). Any transmission of data to or from these partners is managed through agreed processes that comply with relevant data protection legislation. We further ensure that each partner has its own data protection statement and procedures.

How we protect your data

We ensure we have appropriate data sharing arrangements in place before sharing your personal data.

We only share the data that are relevant for the transferee or for the organisation of the event.



We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

We also facilitate communication between individual members, but in doing so we do not release personal contact details without prior permission.

Your rights

You have the right to:

- ask us for access to, or rectification or erasure of your data
- restrict processing (pending correction or deletion)
- object to communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability)

Your demand to that effect may be addressed at any time, in writing, to the attention of our Secretary (secretary@cambridge.lu) or at the registered address of the association: 24, route d'Esch, L-1470 Luxembourg.

You have the right to lodge a complaint with the Luxembourg *Commission Nationale de Protection des Données* (CNDP) <https://cnpd.public.lu/>

Further information

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes. In addition, 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 Society of Luxembourg asbl, and we can be contacted at secretary@cambridge.lu.

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 for a period of 5 years 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.