

Data Protection Statement

This statement explains how the Cambridge Society of London handles and uses the personal data we collect about 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 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, you may give us information by filling in forms on our website, or by corresponding with us by telephone, email or otherwise).

Most records contain:

- your first and last names and if appropriate your maiden name, all necessary to cross-reference against the University's matriculation records
- details of your College, a course you have completed, and your matriculation date
- your email address (and we update that whenever you let us know that it has changed)
- details of your interactions with us, including:
- your membership as a subscribing or Life member
- your attendance at our events as a member or a guest
- other contact with us or our partners, as listed below
- personal data provided by you for specific purposes e.g. disability or dietary preferences for event management purposes.

We also record, where applicable, and based on information which you voluntarily provide to us, information about your areas of interest and extra-curricular activities.

How we use your data

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

- sending you publications, e.g. e-newsletters and updates about our activities
- conducting surveys

- providing services
- sending you details of opportunities to help our Society, e.g. by volunteering or offering ideas and help for future events
- 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 electronic means but principally by email and/or social media 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 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 Colleges to provide you with a coordinated approach. Any transmission of data to or from the University and Colleges is managed through agreed processes that comply with relevant data protection legislation. The University and each College 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 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 your data overseas (outside of the European Economic Area), as set out above, are protected either by an 'adequacy decision' by the European Commission (declaring the recipient country as a 'safe' territory for personal data) or by standard contractual clauses adopted by the European Commission (which give obligations for the recipient to safeguard the data). Further information about the measures we use to protect data when being transferred internationally is available from us via the contact details set out below.

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)

You 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 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 London, and we can be contacted at [society\[@\]camsoclon.org](mailto:society[@]camsoclon.org)

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 in support of your relationship with us 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 and membership details) to ensure we do not contact you inadvertently in future.