

Data protection statement template for Alumni Groups, Clubs, and Societies

Data protection statement

This statement explains how the Norfolk Cambridge Society (“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,

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

Personal data that we hold

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).

Our records may contain:

- details of your education (e.g. your University, the courses you have completed, dates of study)
- your contact details (and we update these whenever you let us know that they have changed)

details of your interactions with us, including:

- your attendance at our events
- 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

How we use your data

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

- sending you publications (e.g. magazines and updates about our activities)
- sending you details of volunteering opportunities
- inviting you to our events
- internal record keeping, including the management of any feedback or complaints
- administrative purposes (e.g. in order to process a payment you have made or 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.

simon.brickles@cantab.net

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

We may share your data with the Cambridge Alumni Society any transmission of data to or from them is managed through agreed processes which comply with relevant data protection legislation.

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.

We do not transfer your data overseas.

Your rights

You have the right to:

- ask us for access to, or rectification or erasure of your data
- 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 Chairman of the Society, and we can be contacted at:

simon.brickles@cantab.net

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 and we are a small voluntary group.

We will retain your data indefinitely 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.