



## Privacy Notice

This statement explains how the Cambridge University Lawn Tennis Club “we”, “us” and “our”) handles and uses the personal information we collect about our members and alumni for processes relating to our operations and activities.

When changes are made to this statement, we will publish the updated version on our website.

The controller for your personal information is the Cambridge University Lawn Tennis Club. The executive committee is responsible for data protection within our club and they can be contacted at [cultc-admins@srcf.net](mailto:cultc-admins@srcf.net).

### 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 but where applicable, we may also record publicly available information of you.

Most records of Personal Data contain:

- Details of your education (e.g. your College, the courses you have completed, dates of study)
- Unique personal identifiers and biographical information (e.g. student number, date of birth)
- Your contact details (and we update these whenever you let us know that they have changed)
- Details of your interactions with us, such as your attendance at our events
- Your history of donations made to use

### How we use your personal information

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

- Sending you publications (e.g. newsletters and updates about our activities)
- Conducting surveys, including research on when and whether particular donations or funding appeals may be of interest to you
- Sending invitations to events such as the Alumni Fixture or the Varsity Match
- Sending you tailored proposals, appeals and requests for donations
- Sending you details of volunteering opportunities
- Wealth analysis and research in order to improve our understanding of our members and supporters, inform our fundraising strategy and target our communications more effectively
- Internal record keeping, including the management of any feedback or complaints
- Administrative purposes (e.g. in order to process a donation 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.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights as set out below.

### **How we share your personal information**

We share some of your personal information with the University, only where there is a specific need to, including for registration as a University Sports Club, and to provide your Blues and sporting records for your University records and for alumni communications and/or fundraising purposes specifically related to the sports club. Please note that use University IT facilities to store electronic copies of some personal information.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the University or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance.

### **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.

### **Your rights**

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways.

If you have questions or concerns about how your personal information is used, please contact us using the above details.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

### **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.

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 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.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, membership details, unique identification number and date of birth) to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti- fraud and accounting matters).

Last reviewed: 3rd October 2022