



## Privacy Notice

Last updated: 8 September 2020

This statement explains how the Cambridge University Women's Basketball Club (we, us and our) handles and uses the personal information we collect about our current members and club alumni for processes relating to our operations and activities.

This document will be reviewed each year and updated to include the current committees contact details. The latest version of the policy will be available to view on the club website, and where changes are made to the core content of the policy (and not just the details of the committee) we will endeavour to email you to inform you of the changes.

The controller for your personal information is Cambridge University Women's Basketball Club. The person responsible for data protection within our society can be contacted at [me441@cam.ac.uk](mailto:me441@cam.ac.uk) for the 2020-21 season.

### Categories of information

Categories of information that we process include:

- Personal information (Name, year of birth, gender, contact details);
- Education details (eg. University, courses, college, dates of study);
- Unique personal identifiers (England Basketball registration number, student number);
- Details of your interactions with us, including:
  - your membership and achievements with us; – your attendance at our events; – details of benefits and services provided to you; – your relationships with other members or supporters;
- Images in video and/or photographic form and voice recordings;
- Details of next of kin, family members, and emergency contacts;
- Any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you; this includes donations to the club;
- Any disciplinary and grievance information.
- Upon graduation, you will have the opportunity to allow us to store contact details that we will share with the University to use as a future method to keep you updated about how the Club is doing

### Why we collect and use information

We use data to:

- Enable the development of a comprehensive picture of our members and supporters;
- Improve the management of member and supporter data across the Club;
- Enable individuals to be notified of relevant Club events and relevant marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, products and information about any commercial partners;
- Answer your queries or complaints;
- Comply with health and safety requirements;
- Arrange for any trip or transportation to and from an event;
- Gather evidence for possible grievance or disciplinary hearings.

## Collecting your information

We collect personal information via the Google forms on the Club Website. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## Storing your information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, you can contact us through our website.

## Sharing your information

- We share some of your personal information with relevant members of the Cambridge University Women's Basketball Club Committee.
- 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, to provide your Blues and sporting records for your University records, and for collaborative fundraising
- We share some of your personal information with BUCS and Basketball England, for the purposes of registering you with them so that you are eligible to compete in BUCS competitions.
- We use University IT facilities to store electronic copies of personal information.

Any transmission of data to or from the University is managed through agreed processes which comply with relevant data protection legislation. The University has its own data protection statement and procedures.

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.

## Social Media

CUWBbC operates an official social media channel on Instagram and may create event pages for matches and other club activities on Facebook. Images and video posted by the Club social media will be posted only with the consent of all parties shown. Club members have the right to request that content containing their image on social media be removed if they no longer consent to it being public.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Club President.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

Please note that all of these rights are qualified in various ways.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

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 Commissioners Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).