



CUCS

# CUCS Privacy Policy

The Cambridge University Cheerleading Society ('the Society') and the University have a shared interest in and a co-ordinated approach to their members, alumni and supporters. The statement explains how the Society handles and uses data it collects about its members, alumni, and its current and future supporters. We have our own database and may also utilise the database of the University of Cambridge Development and Alumni Relations office to keep in touch with alumni and provide services to them. We also use this data to focus on our relationships with potential and existing donors.

## Information we collect

Records are created upon joining the Society for the purpose of evidencing your membership of the Society and to ensure adequate medical and emergency contact information is available in the event of injury or incident. Your membership information may also be used by the Society for the insurance purposes or any other purpose incidental to your affiliation as may be necessary to take part in Society activities. Membership records are also used by the Society and the University for alumni relations and fundraising purposes. These include publications, invitations, appeals and the marketing of alumni events and services. Communications may be sent by post, telephone or electronic means. Your data may also be processed by the Society and the University (including the Sports Service) for analysis, monitoring and research, including linking your sporting records with academic records held by the University. For full detail of how your personal data is used by the University Sports Service, please see the statement at:

[https://www.sport.cam.ac.uk/files/sports\\_service\\_privacy\\_notice.pdf](https://www.sport.cam.ac.uk/files/sports_service_privacy_notice.pdf)

Most membership records contain contract details, membership levels, competitive levels and any achievements from your time in the Society. In some cases, other data is added, such as data from external partners (see below); sensitive data you provide for specific purpose (disability, health or lifestyle status, for example); and information about your areas of interest and potential to support the Society and the University.

## Purpose and Basis

This information is provided on the basis of consent given freely by the Society's members. As a Society, we have a reciprocal obligation to ensure that member's give consent for the information to be shared with the Sports service and University for these purposes. The purpose of the Society collecting and processing your information is to:

- Evidence your membership of the Society
- Ensure adequate medical and emergency contact information is present in event of injury or incident
- Allow records to be used by the Society and the University for alumni relations and fundraising purposes

- Facilitate anonymous monitoring by the sports centre of sports performance against academic performance
- Facilitate the awarding of grants and other sports service resources
- Allow alumni records to be up to date with sporting achievement and participation

## **Security and controlled data sharing with partners**

All information is held and transmitted securely and (in addition to disclosure or required by law) may be shared on a considered and confidential basis only with the University and the Colleges. The Society and the University may also facilitate communication between individual alumni, but in doing so, does not release personal contract details without prior permission.

## **Retention**

Personal information that is no longer relevant, or out of date, shall be erased. Information about how long different types of information are retained by the University is published at <https://www.information-compliance.admin.cam.ac.uk/records-management>. Otherwise, the Society will retain your information to facilitate our activities and for emergencies where that information is needed.

## **Control**

You are in control. If you have any queries, wish to restrict data processing or sharing including marketing or do not want to be contacted by the Society, please contact us. (Minimal information is always retained to make sure you are not contacted again inadvertently). Otherwise, we will maintain your record in support of your life-long relationship with the Society and the University. We will publish any changes we make to this statement and notify you where appropriate.

## **Who can I contact?**

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please consult the University's data protection webpages at <https://www.information-compliance.admin.cam.ac.uk/data-protection>. If you need further assistance, please contact the Sports Service, or, alternatively, the University's data protection team ([data.protection@admin.cam.ac.uk](mailto:data.protection@admin.cam.ac.uk)) or its Data Protection Officer ([dpo@admin.cam.ac.uk](mailto:dpo@admin.cam.ac.uk)).

## **How do I complain?**

If you are not happy 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/>).