How we use your personal information – University Social Club

This statement explains how the University Social Club handles and uses the personal information we collect about our members and other people 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 University Social Club. The person responsible for data protection within our Social Club is the Chairman, who can be contacted at: enquiries@socialclub.cam.ac.uk

How we use your personal information

We collect and process your personal information for a number of purposes, including:

• Maintaining your personal details (e.g. your name, preferred contact details), ensuring effective communications with you.
• Keeping financial records (e.g. payment of your membership fees and transactions via BACS).
• Maintaining a formal record of your activities with us.
• Managing complaints made to us.
• CCTV footage and images in video and/ or photographic form.
• Details of next of kin, family members and emergency contacts are kept in relation to USC employees only.

Our normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the Club to run effectively and efficiently, and as we only collect and use minimal information for the limited purposes listed here we do not consider that your own interests override ours. If we use your personal information outside of the purposes listed here, we will seek your consent to do so in advance.

We keep your personal information for only as long as we need it.

How we share your personal information

• Personal information is not normally shared outside of the University Social Club. We may share some of your personal information with the University, only where there is a specific need to, including for financial transactions and staff employment details.
• CCTV records are held for no more than 30 days unless we need to preserve the records for the purpose of prevention and detection of crime.
• We use University IT facilities to store electronic copies of 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.

**Your rights**

You have the right to access the personal information that we hold on you. You also have the right to ask us to correct any inaccurate personal information we hold on 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/).

Last updated: 25 May 2018