

Cambridge University Cycling Club – Privacy Notice

How we use your personal information

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

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

The controller for your personal information is Cambridge University Cycling Club. The person responsible for data protection within our society is the General Secretary who can be contacted at c.u.cycling@sport.cam.ac.uk.

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

- **Club Communications:**
In order to provide you with information, we will use your contact information to send you emails about club activities and notifications. We will retain your contact information for as long as you wish to be contacted by the club, both in your capacity as a current member, and your future capacity as an alumnus.
- **Health and Safety:**
We collect information regarding emergency contact details as part of our health and safety information. We will only use this information in the case of your involvement in an accident where it is deemed necessary to communicate with your nominated emergency contact.
- **Third Party Marketing:**
We require your consent to share your contact information with third parties who sponsor the club and may wish to send you relevant marketing information. We will share your information for as long as we have consent to do so, and no longer than the duration of your membership with the Club. The option to give consent is found in the membership application form.

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.
- We share some of your personal information with CUCC sponsors (E.g. South downs Bikes) for the purposes of receiving the sponsorship benefits from these organisations.
- 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 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/>).

Last updated: 14/07/2018