



# Privacy Notice

## **How we use your personal information – Cambridge University Fencing Club**

This statement explains how the Cambridge University Fencing Club (“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 Fencing Club. The person responsible for data protection within our society is the webmaster who can be contacted at [c.u.fencing@sport.cam.ac.uk](mailto:c.u.fencing@sport.cam.ac.uk).

## **How we use your personal information**

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

- We collect any relevant medical or injury information to ensure that your participation in the sport is as safe as possible.
- We will use your personal information in accordance with the consents you have given us.
- We need your contact details so that we can keep you informed of club training times and locations, and other club events.
- We will retain your medical information for as long as you remain a paying and active member of the club.

## **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 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 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: 16/10/2018