

The Darwin College Student Association (DCSA) accepts no liability for this template which is provided as a guide. If you have complex arrangements relating to personal data (particularly in relation to non-members), you may wish to check the ICO guidance and/or seek independent legal advice to ensure your compliance with this aspect of the law.

# How we use your personal information

## *Sports Clubs and Societies affiliated to Darwin College*

This statement explains how the Sports Clubs and Societies affiliated to Darwin College (“we” and “our”) handles and uses data it collects about its members for processes relating to the operation and activities of the society.

When changes are made to this statement, we will publish the updated version in the DCSA website.

The controller for your personal information is the Club or Society of which you are a member. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the President of the Club or Society.

The 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 society to run effectively and efficiently. Where we process your personal information outside of the purposes listed in this statement, we will seek your explicit consent to do so in advance. You may ask us for further information on these matters at any time if you have specific concerns.

### **How your data is used by the society**

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

- A. Maintaining your personal details (i.e. your name, crsID, photograph, relevant College identifiers and preferred contact details), including ensuring effective communications with you.
- B. Maintaining financial records (i.e. payment of membership fees and other payments to the society).
- C. Maintaining a formal record of your activities within the society.
- D. Maintaining data to enable the society to undertake research into its own activities.
- E. Managing complaints made to us.

If you have concerns or queries about any of these purposes, please contact us.

### **How we share your personal data**

- Personal data is not shared outside of the society and its members.
- Personal data is not normally shared outside of the society and its members. We share some of your personal information with the College, only where there is a specific need to.
- We share some of your personal data (names and photographs) with our Facebook group for the purposes of advertising. We do so only with your advance consent.
- We use College IT facilities to store electronic copies of personal information.
- We may share information with organisations overseas as part of arrangements related to your membership of the society. In such cases, we will ask for your explicit consent prior to transmitting this information.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the College 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 possible, we will notify you of our intention to share such information in advance.

## **Your rights**

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information electronically to a third party (data portability).

Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

If you have questions or concerns about your personal information, or how it used, please speak an officer of the society.

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: 17/05/2018*

*Simon Ramirez-Hinestrosa*