



CAMBRIDGE UNIVERSITY COMBINED BOAT CLUBS

How We Use Your Personal Information

This statement explains how Cambridge University Combined Boat Clubs (“CUCBC”, “we”, “us” and “our”) 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 and email the Captains.

The controller for your personal information is Cambridge University Combined Boat Clubs. The person responsible for data protection within CUCBC is the Chair who can be contacted at committee@cucbc.org.

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 and preferred contact details), including ensuring effective communications with the college boat clubs and their officers.
- Keeping financial records (e.g. payment of entry fees).
- Maintaining a formal record of your activities with us.
- Undertaking research into our activities.
- Managing complaints made to us.
- Running events and competitions.
- Communicating information about the river and associated events.

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 CUCBC 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 as long as we need it. For competition entries, this is up to a year after the competition. For mailing lists, this is for as long as the email address remains valid and/or until we receive a request to unsubscribe. For contact details of college boat club officers, this is until we receive contact information for their successors.

How we share your personal information

- Personal information is not shared outside of CUCBC, its committee members, the college boat club captains, and other entrants in the same competition.
- 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: 24 May 2018