



Cambridge University Polo Club Data Protection Policy

How we use your personal information

This statement explains how the Cambridge University Polo Club (“The Club”, “we”, “us” and “our”) handles and uses the personal information we collect about our members, alumni and supporters 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 Polo Club. The person responsible for data protection within our society is the Membership Manager, Lydia Roe, who can be contacted at membership@cupoloclub.com.

We have our own database and may also utilise the database of the University of Cambridge Development and Alumni Relations office to keep in touch with alumni and provide services to them (e.g. invitations to events). We also use this data to focus on relationships with potential and existing donors.

How we use your personal information

We collect and process your personal information for a number of purposes as detailed below.

Records are created upon joining the Club for the purpose of evidencing your membership of the Club and to ensure that adequate medical and emergency contact information is available in the event of an injury or accident.

We require your consent to collect information about any relevant medical or health issues which may impact your participation in sport. We use this information to ensure that the Club and its coaches can deliver a safe and appropriate program of training for our members. We

will retain and process this information for as long as you remain an active playing member of the Club.

Your membership information may also be used by the Club for insurance purposes or any other purpose incidental to your affiliation as may be necessary to take part in club activities (e.g. emailing of notices or events). In order to provide you with information, per your membership contract, 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

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 MailChimp for the purposes of sending email communications via our mailing list.
- 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.

Membership records are also used by the Club and the University for alumni relations and fundraising purposes. These include publications, invitations, appeals and the marketing of alumni events and services. Communications may be sent by post, telephone or electronic means. Your data may also be processed by the Club and the University (including the Sports Service) for analysis, monitoring and research, including linking your sporting records with academic records held by the University. For full details of how your personal data is used by the University Sports Service, please see the statement at:

https://www.sport.cam.ac.uk/files/sports_service_privacy_notice.pdf

Most membership records contain contact details, membership levels, competitive levels and any achievements from your time in the Club. In some cases other data is added, such as data from external partners (see below); sensitive data you provide for a specific purpose (disability, health or lifestyle status, for example); and information about your areas of interest and potential to support the Club and the University.

Security and controlled data sharing with partners

All information is held and transmitted securely and (in addition to disclosure as permitted or required by law) may be shared on a considered and confidential basis only with the University and the Colleges. The Club and the University may also facilitate communication between individual alumni, but in doing so does not release personal contact details without prior permission.

Control

You are in control. If you have any queries, wish to restrict data processing or sharing including use for marketing or do not want to be contacted by the Club, please contact us. (Minimal information is always retained to make sure you are not contacted again inadvertently). Otherwise we will maintain your record in support of your life-long relationship with the Club and the University.

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/>).

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