

CUSBC Privacy Notice

How we use your personal information

This statement explains how Cambridge University Small Bore Club (“CUSBC”, “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. We will also endeavour, but do not guarantee, to notify you of any updates via email.

The controller for your personal information is CUSBC. The person responsible for data protection within our society is the Honorary Secretary who can be contacted at cusbc.secretary@gmail.com.

How we use your personal information

- Records are created upon joining CUSBC for the purpose of evidencing your membership and to ensure adequate medical and emergency contact information is available in the event of an injury or incident. All data excepting that relating to health is held under the ‘Contract’ basis of GDPR. Medical data is held under the basis of ‘Consent’.
- We will primarily use your contact information to send you emails about matches, leagues, team selections, General Meetings, social events and any other club news or opportunities.
- Following cessation of membership, including departure from the University, your contact information will be retained, until such a time as you request otherwise, for the purposes of alumni relations and fundraising purposes. Communications may be sent by post, telephone or email. If you request the club to delete your personal information, we shall retain only such minimal information as is required to avoid contacting you again in error.
- Following cessation of membership, including departure from the University, your emergency contact and medical data shall be deleted. There is no need for you to request the removal of this data.
- We use Google Drive and Dropbox to store electronic copies of your personal information. Only the Captain, Honorary Secretary and Junior Treasurer, as well as other Executive Committee members from time to time, shall have access to stored personal information.

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. Data may be shared with the University of Cambridge, for the purpose of development and alumni relations, including fundraising.
- We may supply some of your contact information to the National Smallbore Rifle Association (NSRA) at their request, for the purpose of renewing the club’s insurance. Where feasible and appropriate, we will notify you of our intention to share such information in advance.
- CUSBC may also facilitate communication between individual alumni, but in doing so will not release personal contact details without prior permission.
- Your data will not be shared with third parties for marketing purposes, other than those listed above.

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: 29/05/22

Last reviewed: 08/08/2023

Signed: 

Eisah M Suleman

CUSBC Captain 2023-24

