

How we use your personal information – SCCBC

This statement explains how St Catharine's College Boat Club ("the club", "we", "us" and "our") handles and uses the personal information we collect about our current members and alumni for processes relating to our operations and activities.

When changes are made to this statement, we will email the current club and alumni mailing lists.

The controller for your personal information is St Catharine's College Boat Club. The person responsible for data protection within the club is the captain, who can be contacted at StCatharines@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, crsid and email address), including ensuring effective communications with you.
- Maintaining a record of past crews and competition results.
- Undertaking research into our activities.
- Managing complaints made to us.
- Managing alumni relations.

Our normal legal basis for processing your personal information is your consent, which you gave at the point you joined the club (for current members) or when you asked to be added to the alumni mailing list (for alumni) and which you can withdraw at any time.

We keep your contact details (e.g. crsid/email) for as long as we need them, which is usually no longer than six months after you graduate (for current members), or the point at which your email address bounces more than three times and/or you request to be removed from the mailing list (for alumni).

How we share your personal information

- Personal information is not normally shared outside of the club and its members.
- [Current Members only] We may share your personal information with British Rowing, CUCBC, or other organisations, for the purposes of entering you into competitions or other events.
- We may share some of your personal information with St Catharine's College or the College Society, if we feel it is in the best interests of the club.
- 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.

Please note that some publicly available information (e.g. past bumps results and crew lists) is published on our website as a matter of course; you may request to have any personal elements of this information removed at any time but we will not ordinarily delete this upon graduation.

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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