

Cambridge University Trampoline Club

Privacy Notice

This statement explains how Cambridge University Trampoline Club ('the Club', 'we', 'us', 'our') handles and uses the personal data we collect about our members, other session participants, alumni and supporters for processes relating to our operations and activities.

We comply with the General Data Protection Regulation (GDPR) in all regards to your personal data. Further details on the GDPR can be found at <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>.

The controller for this personal information is the Club. The person responsible for data protection within the Club is the Secretary, who can be contacted at lucy.vendittelli@hotmail.com. When changes are made to this statement, we will publish the updated version on our website (cutc.soc.srcf.net) and email the members mailing list.

How we use your personal information

We collect your personal information for several purposes, including:

- **Membership records:** 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 incident (see below). Most membership records contain contact details (email and telephone), University college if applicable, membership levels and level of previous experience of competition and/or coaching. Other data may be added, such as data from external partners (see next page). Physical and electronic copies of membership records are held securely.
- **Medical information:** we require your consent to collect information about any relevant medical 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. For safety reasons, storage of relevant medical information is a condition of membership. We will retain and process this information for as long as you remain a member of the Club; after this time, medical information will be deleted.
- **Club communications:** 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.

Membership records, including medical information, will be retained whilst you are a member of the club. Thereafter, this information will be deleted, but we will retain your contact information for your future capacity as an alumnus. If you no longer wish to be contacted, while a member or subsequently, you can unsubscribe from mailing lists at any time through the option provided at the footer of all Club emails, or by contacting the Secretary.

How we share your personal information

- We share some of your personal information with the University, only where there is a specific need to, in order to provide the Club and its members (including non-students) with a coordinated approach. Any transmission of data to or from the University is managed through agreed processes which comply with relevant data protection legislation. The University has its own data protection statement and procedures.
- Your membership record and contact information are accessible by the Secretary and other members of the Club's Committee. In emergency settings, medical information from your membership record may be made available to first aid practitioners and/or emergency services personnel for the purposes of providing first aid and contacting your emergency contact.

- We share some of your personal information with British Gymnastics, our national governing body, for the purposes of insurance and compliance with British Gymnastics regulations. For these purposes you are requested to provide your British Gymnastics number on your membership form.
- We use University IT facilities to store electronic copies of personal information, including mailing lists – see the privacy notice at <https://help.uis.cam.ac.uk/policies/university-it-facilities-and-services-privacy-notice>. List information is accessible to Committee members and coaches only, and mailing lists use blind carbon copy to maintain privacy of each email address.
- We may share your personal information with trampolining competition organisations such as the Southern Universities Trampoline League (SUTL) and British Universities and College Sports (BUCS), if you choose to enter these competitions.

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

Under the GDPR, you have the right to;

- Access personal data that we hold about you
- Receive an electronic copy of the personal data you have provided to us
- Ask to correct any inaccurate personal data that we hold about you
- Have personal data erased
- Restrict how your personal data is processed
- Object to processing or communications of your personal data

Please note that all these rights are qualified in various ways; for instance, if you withdraw your consent for us to store particular elements of medical information, it may not be possible for you to continue membership with the Club.

If you remain unhappy with the way your information is being handled, or with any 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>).

If you have any questions, concerns or requests regarding our data protection and processing procedures, please contact us using the above details.