

Policy last reviewed 24/05/2018

Cambridge Dancers Club PRIVACY POLICY

1. About this Policy

- a. This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- b. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- c. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (but amendments will not be made retrospectively).
- d. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- a. We are Cambridge Dancers’ Club (CDC)
- b. We can be contacted at info@cambridgedancers.org

3. What information we may collect and why.

We collect the following from all members

Type of Information	Purpose	Legal Basis of Processing
Name, Email address, College	Managing members membership of the club	Establish contract between club and member
Emergency contact – name, relationship , contact number	Contact next of kin/some significant other in case of emergency	Protection the Members Vital interests and those of their dependents
Previous dance experience, dance interests, how did you hear about cdc?	Publicity	Individuals are not identified when processing the data

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Our teams (and CDC committee) may collect more following data on their members, including but not limited to:

Type of Information	Purpose	Legal Basis of Processing
Date of birth/age related information	Competitions eligibility	Ensure that we are able to enter individuals into competitions in the right category. Ensure that member is of age – necessary to ensure that we do not accidentally assume duty of care positions over minors
Student Status plus relevant proof	Competitions eligibility	-
Medical Information	Make necessary adjustments	Required to make necessary adjustment for those who need it, and ensure that competitive dance is conducted in a safe manner
Emergency contact details	Contact next of kin/other in emergencies	Protect Vital interests of member

*The club accepts there may be delays of up to 1 month in destroying your data

4. How we protect your personal data

- a. We will not transfer your personal data outside the EU without your consent.
- b. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- c. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- d. For any payments which we take from you online we will use a recognised online secure payment system.

- e. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- a. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.b and 5.c below.
- b. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.
- c. We may also pass your personal data to the University of Cambridge for the purposes of carrying out surveys when it is in the legitimate interest of the club and the University of Cambridge to do so. The University of Cambridge may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

- a. We may hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- b. We securely destroy all financial information once we have used it and no longer need it.
- c. We will not keep Emergency Contact Information (where collected) for longer than is necessary

7. Your rights

- a. You have rights under the GDPR:
 - i. to access your personal data
 - ii. to be provided with information about how your personal data is processed

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- iii. to have your personal data corrected
 - iv. to have your personal data erased in certain circumstances
 - v. to object to or restrict how your personal data is processed
 - vi. to have your personal data transferred to yourself or to another business in certain circumstances.
- b. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Club President [president@cambridgedancers.org].