

Privacy Notice

The University Sports Service has an interest in and a co-ordinated approach to University Sports Clubs and their members, alumni and supporters. This notice explains how the Sports Service handles and uses data it collects about Sports Club members, alumni, and their current and future supporters.

Information we collect

The Sports Service creates records from information submitted by University Sports Clubs. Records exist for individual club members, including information such as sporting performance, teams, and Colleges, and records are also created for submissions by Sports Clubs as part of the annual registration process. Club records are held with annual update information, including committee lists, accounts, and applications for grants and resources.

Sporting performance data are collected by the Sports Service and integrated into our own database, as well as those of the University. Your data may 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. This information will also be used for your alumni records to ensure that your sporting career at Cambridge is documented.

Purpose and basis

This information is provided on the basis of consent given freely by Sports Clubs and their members. Sports Clubs have a reciprocal obligation to ensure that consent is given freely for members' information to be shared with the Sports Service and University for these purposes.

The purpose of the Sports Service collecting and processing your information is to:

- Ensure adequate governance and safety measures are in place in Sports Clubs bearing the University name
- Ensure University rules and best practice are being followed appropriately
- Supplement University records with sporting information, including CamSIS data
- Allow the Sports Service to be able to provide important information to Sports Clubs
- Anonymously monitor sporting performance against academic performance
- Facilitate the awarding of grants and other Sports Service resources
- Govern and support the operation of University Sports Clubs
- Allow alumni records to be up to date with sporting achievement and participation

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 Sports Service and the University may also facilitate communication between individual alumni, but in doing so does not release personal contact details without prior permission. Club or member information will not be shared to third parties outside of the University without explicit consent.



Retention

Personal information that is no longer relevant, or out of date, shall be erased. Information about how long different types of information are retained by the University is published at <https://www.information-compliance.admin.cam.ac.uk/records-management>. Otherwise, the Sports Service shall retain your club information to support the ongoing relationship between Sports Clubs and the University.

Control

Your club and your club's members are in control. If you have any queries, wish to be erased or restrict data processing or sharing (including use for marketing), want your information updating, or do not want certain members to be contacted by the University, please let us know. (Minimal information is always retained to make sure that members are not contacted again inadvertently).

We will publish any changes we make to this notice and notify you where appropriate.

For full details of how your personal data is used by the University while you are a student and once you are an alumnus/a, please see the statements at:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data> and
<https://www.information-compliance.admin.cam.ac.uk/data-protection/alumni-data>

Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please consult the University's data protection webpages at <https://www.information-compliance.admin.cam.ac.uk/data-protection>. If you need further assistance, please contact the Sports Service, or, alternatively, the University's data protection team (data.protection@admin.cam.ac.uk) or its Data Protection Officer (dpo@admin.cam.ac.uk).

How do I complain?

If you are not happy 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/>).