**Data Protection**

Students:

Cambridge University Association Football Club (CUAFC) records, on its Official Membership Database, the name, email address, college, course, expected year of departure, and committee position of every subscribing member of the Club, or who takes part in some Club activity. This summary information is transferred to the Official Old Member Database when a person ceases to be a student on their year of departure from Cambridge, or when they request they be removed from the Club's database.

The Club’s Freshers Fair sign-up form incorporates the following Data Protection explanation:

*“Record of Interest - We will add your details to our database and use it to contact you about membership and events while you are at Cambridge.”*

The Club's standard Student Data Protection statement is as follows:

*“Please note that our communications are almost invariably electronic - email, SMS, or a mobile call. To facilitate such communications we maintain electronic records of essential contact details, along with administrative notes such as an emergency contact person. Your personal details are used by the Club only for communicating with you; they are never used for 'third party' purposes without your consent. You are in control. If you have any queries, wish to restrict data processing or sharing, or do not want to be contacted by the Club, please inform us.”*

Senior Members and Alumni:

The Club records similar information for Senior Members and Alumni, stored on the Old Members Database. The Club’s standard Data Protection statement for such people is as follows:

*“The records we maintain are used for alumni supporter communication and fundraising purposes. These include publications, surveys, appeals, and the marketing of alumni events. Alumni supporter communications are almost invariably electronic. Because of the difficulty of sending out postal communications to a substantial number of people, written communication is used only very occasionally. To facilitate communication we maintain electronic records of College, year of first entry to Cambridge, contact details – along with administrative notes such as committee positions held or Varsity Matches played in. We send out around four email newsletters a year, plus some news flashes, and information on Varsity Matches and Old Members’ weekends.

All information is held and transmitted securely and (in addition to disclosure as permitted or required by law) may be disclosed on a considered and confidential basis only to the University and, as necessary, to alumni supporters working on behalf of the Club. The Club also facilitates communication between individual alumni supporters, but in doing so does not release personal contact details without prior permission.

You are in control. If you have any queries, wish to restrict data processing or sharing, including the use of your data for club marketing, or do not want to be contacted by the Club, please inform us. Your personal details are used by the Club only for communicating with you; they are never used for ‘third party’ purposes – other than your contact details being shared with the University from time to time*

*If you opt out of all communication, including newsletters, minimal information is retained to make sure you are not contacted again inadvertently: name, College, year of first entry to Cambridge, and contact detail.”*