



Cambridge University Bowmen (CUB) Data Protection and Privacy Policy

This statement explains how Cambridge University Bowmen (CUB, “the club”, “we”, “our”) collects, processes and uses any personal information of our members and alumni (“you” and “your”). When changes are made to this statement, the updated version will be posted on our website at cubowmen.com/key_documents, and all members will be notified by email.

This information allows us to:

- affiliate you with our NGB, meaning you are insured to shoot;
- share information with you regarding our shooting sessions, competitions and social activities;
- provide a safe and appropriate training environment for all members;
- identify ways in which you can support us, through both financial and non-financial means.

Data protection is the responsibility of the club secretary, who can be contacted at secretary@cubowmen.com.

PERSONAL INFORMATION THAT WE COLLECT

All of the information that we hold is that which you provide to us. While you are an active member of the club, our records will contain:

- Your full name;
- Your date of birth;
- Your gender;
- Your contact details (CRSid or email address and, optionally, phone number);
- Details of your university status (college affiliation, student status, and, optionally, years of matriculation and expected graduation);
- The details of a nominated emergency contact (name, contact phone number and relation to you);
- Your preferences regarding the sharing of your name and photographs of your likeness on the club’s social media platforms.

Once you are no longer an active member, you may elect to continue to receive correspondence from the club by signing up for our alumni mailing list. While you are part of this mailing list, our records will contain:

- Your full name;
- Your email address;
- Details of your university status (year of graduation and college affiliation);
- Brief details of any previous correspondence with you as an alumni, including record of any donations made to the club (augmented by data from third party fundraising services);
- Information and content you choose to share with us from your time at the club, such as photographs.

HOW WE USE YOUR PERSONAL INFORMATION

We collect and process different categories of personal information for a number of purposes:

- Your gender, date of birth, and Cambridge College/personal address are collected as this information is required by Archery GB, our National Governing Body (please see the following section 'How we share your personal information'). This information is not used by CUB for any other purpose, and is retained only so long as you remain an active member of the club.
- A valid email address must be provided so that we may keep you informed of club events such as shooting times, competitions, and social activities. We will retain your contact information for as long as you wish to be contacted by the club, both as per contract as a current member, and in your future capacity as an alumnus.
- You may optionally provide us with a phone number, which may be used to contact you only in situations where it is deemed appropriate (i.e. if you are late arriving to a competition). This information will be held only so long as you remain an active member of the club.
- With your consent, we may collect information about any relevant medical or health issues which may impact your participation in our sport. In addition, we are required by Cambridge Sport to collect emergency contact details, which are to be used only in the event of a medical emergency. This information used to ensure the club and our coaches can provide a safe and appropriate training environment for all of our members. This information is retained only so long as you remain an active member of the club.
- You will be included in the club's social media presence only if you provide consent. Opting into our social media presence allows the club to explicitly name you and post photographs clearly depicting your likeness. This consent will be retained only so long as you remain an active member of the club, and may be withdrawn at any time. Please note that the club will, on occasion, post photographs of entire shooting sessions as part of our regular social media operations. While individual club members may be recognisable in these photographs, they will not be linked to you without consent. Also note that social media posts from previous years will be retained even after your consent expires, although they may be removed upon request.
- When signing up for competitions, target days, or other club events, we will ask for your consent to share your details with competition organisers, and to post the scores you achieve and/or photographs depicting you to our website or social media presence. For some events, such as external competitions, consenting to share this information may be compulsory for all who wish to attend. This consent will apply only to the event in question, and we will request this consent again before any future events.
- In the case of our alumni, we will use your data in order to contact you regarding club activities, events, calls for content e.g. photographs, and possible fundraising opportunities.

HOW WE STORE YOUR INFORMATION

Your data will be stored electronically using Google Cloud services. Any documents containing personal information will only be accessible by approved, password-secured accounts owned by the club. The passwords of these club accounts are changed following each committee turnover to prevent access by the previous year's committee. Personal information is handled only by those members of the committee for whom it is deemed necessary. Paper copies of your membership forms will be securely held by the club secretary for one year only, at which point they will be destroyed.

HOW WE SHARE YOUR PERSONAL INFORMATION

We share the following data with third parties including the University of Cambridge, Archery GB and competition organisers. These third parties have their own data protection statements and procedures.

- CUB will share some of your personal information with the University of Cambridge only where there is a specific need to do so, including for registration as a University Sports Club, and to provide your blues and sporting records for your university records.
- We are legally required to share some of your personal data with Archery GB, the National Governing Body for archery. The information shared includes name, email, gender, date of birth, and address (normally supplied as your Cambridge College address).
- We may additionally share your name with our regional governing bodies, Cambridgeshire Archery Association and Southern Counties Archery Society.
- You may opt in to receiving membership benefits from Archery GB, including access to their magazine, email newsletter, and marketing from associated third-parties. CUB will pass on this consent on your behalf.
- We will ask for your consent before passing on your personal information to any competition organisers.

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.

Additionally, we may share data on a considered and confidential basis, where appropriate, with third parties engaged by us to conduct fundraising-related services.

YOUR RIGHTS

You have the right to access any personal information we hold about you. You also have the right to ask us to correct any inaccurate information, or to delete any information we hold. You may otherwise ask that we restrict our processing, or object to any manner in which we process your data or communicate with you.

If you have any questions, requests or concerns regarding how your personal information is held and used, please contact us at secretary@cubowmen.com.

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/>).

UPDATES TO POLICY

Liam Pattinson, CUB Secretary, September 27th 2018

Liam Pattinson, CUB Secretary, February 12th 2019 -- Edits to social media consent.

Liam Pattinson, CUB Secretary, July 26th 2019 -- Minor edits

Vicki Hodgson, CUB Secretary, August 20th 2020 -- Minor edits and reformatting

Vicki Hodgson, CUB Secretary, Jan 31st 2021 -- Additions related to fundraising; details of records for alumni