

The University accepts no liability for this template which is provided as a guide. If you have complex arrangements relating to personal data (particularly in relation to non-members), you may wish to check the [ICO guidance](#) and/or seek independent legal advice to ensure your compliance with this aspect of the law.

Cambridge University Underwater Exploration Group

Privacy Notice

How we use your personal information – Cambridge University Underwater Exploration Group

This statement explains how the [Cambridge University Underwater Exploration Group] (“we”, “us” and “our”) handles and uses the personal information we collect about our members, alumni and other participants in events organized by us for processes relating to our operations and activities.

When changes are made to this statement, we will [publish the updated version on our website] [and send emails to our main club mailing list and alumni mailing list].

The controller for your personal information is the [Cambridge University Underwater Exploration Group]. The people responsible for data protection within our society are the [Chairperson, Membership Secretary and Diving Officer] who can be contacted at chairman@cuueg.org.uk, membership@cuueg.org.uk, diving.officer@cuueg.org.uk.

How we use your personal information

We collect and process your personal information for a number of purposes, including:

- Maintaining your personal details (e.g. your name and contact details), to ensure effective communications with you.
- CUUEG is a branch of BSAC (British Sub-Aqua Club). Diving members of CUUEG must therefore be members of BSAC. To process BSAC membership, CUUEG will pass on relevant personal and payment information to BSAC.
- Keeping financial records (e.g. payment of your membership fees). Where members choose to pay for BSAC membership by direct debit this information is stored by the membership secretary.
- For safety reasons CUUEG will store medical information, shared by members, relating to members fitness to dive.
- Maintaining a formal record of your activities with us.
- Undertaking research into our activities.
- Managing complaints made to us.
- Managing society alumni relations.

Our normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the society to run effectively and efficiently, and as we only collect and use minimal information for the limited purposes listed here we do not consider that your own interests override ours. If we use your personal information outside of the purposes listed here, we will seek your consent to do so in advance.

We keep all other personal information for as long as we need it. With the exception of email addresses, our personal information retention period is usually six (6) years after your membership ceases. Member's email addresses are automatically added to our alumni mailing list once membership ceases. All mailing lists have an unsubscribe option.

Records of committee meetings, AGMs, SGMs, awards and club activities are retained indefinitely and may be published on the CUUEG website.

How we share your personal information

- We share some of your personal information with the University, only where there is a specific need to.
- We share some of your personal information including fitness to dive with [British Sub Aqua Club] for the purposes of obtaining BSAC membership and training.
- We use University IT services and Google Drive to store electronic copies of personal information

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

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways.

If you have questions or concerns about how your personal information is used, please contact us using the above details.

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/>).

Last updated: 17th May 2018