

# Cambridge University Lacrosse Club Privacy Policy

Cambridge University Lacrosse Club (hereafter referred to as “the club”, “we”, “CULC”, or “us”) necessarily collects some personal data to continue to function. This document intends to outline precisely what data we collect and why, how it is used and stored, and the duration it is kept for. When changes are made to this statement, we will publish the updated version on our website.

The controller for your personal information is the Cambridge University Lacrosse Club. The person responsible for data protection within our society is the Secretary who can be contacted by email ([km684@cam.ac.uk](mailto:km684@cam.ac.uk)).

## **How we use your personal information**

### **Contact Details**

When you join the club, you will be asked to provide your contact details, namely your email address and mobile phone number. Your email will be added to a mailing list as the primary method of communication, either the beginner specific ([culc-beginners@srcf.net](mailto:culc-beginners@srcf.net)) or the main ([soc-lacrosse@lists.cam.ac.uk](mailto:soc-lacrosse@lists.cam.ac.uk)) list, each of which you can unsubscribe from at any time. We will use these mailing lists under the legal basis of legitimate interest, as the primary methods for communicating with you about upcoming training, matches, socials and club information deemed relevant by the committee.

At your request (and thus with your consent) we may also add your phone number to the club WhatsApp group(s) to allow you to participate in group discussions. For the purposes of sending out weekly team-sheets the club has in some years chosen to use a service called Teamer. You may be asked to sign up for Teamer using a set of contact details, these details will be solely stored by Teamer and thus governed by their privacy policy.

We will retain your contact information for as long as you wish to be contacted by the club, both in your capacity as a current member, and your future capacity as an alumnus.

### **Emergency Contact Details**

In line with University Sports Service guidance the club will collect the name and mobile of any emergency contacts you choose. These details will only be used in the case of a medical emergency concerning yourself to inform those you have chosen and will not be used for any other purpose or shared with a third party. We will retain and process this information for as long as you remain an active playing member of the club.

### **Medical Information**

We require your consent to collect information about any relevant medical or health issues which may impact your participation in sport. We use this information to ensure that the club and its coaches can deliver a safe and appropriate program of training for our members. We will retain and process this information for as long as you remain an active playing member of the club.

### **Other Personal Information**

Surplus to the information outlined above, the club may collect some other personal information such as:

- The College of the University you are studying at – to allow us to organise socials or casual training at relevant locations (such as Formal dinners or Squash court wall-ball sessions)
- Your previous lacrosse experience – to enable us to direct you to relevant training sessions and write your bio for the Varsity Match Programme if you are selected to represent the club.
- Your England Lacrosse individual registration number – this helps to ensure that you will be covered by the insurance policy of England Lacrosse in the event of injury.

Our normal legal basis for processing your personal information is your consent, which you gave at the point you become a member of the society and which you can withdraw at any time, including by resigning your membership.

### **How we share your personal information**

- We share some of your personal information with third-party organisations Teamer and WhatsApp for the purposes outlined above.
- We may store your information on cloud sharing services such as Google Drive so that it is easier for the committee to access this information. Access to these cloud services will be limited to only the relevant committee members.

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/>).

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