



Cambridge University Real Tennis Club

CURTC Data Protection Policy

Cambridge University Real Tennis Club ('the Club', 'we') and the University have a shared interest in and a co-ordinated approach to their members, alumni and supporters. This statement explains how the Club handles and uses data it collects about its members, alumni, and its current and future supporters. We have our own member database, and may also utilise the database of the University of Cambridge Development and Alumni Relations office to keep in touch with alumni. We also use these data to focus on relationships with potential and existing donors.

Transparency

Records are created upon joining the Club for the purpose of evidencing your membership of the Club, and to ensure that adequate medical and emergency contact information is available in the event of an injury or incident. Your membership information may also be used by the Club for insurance purposes, or any other purpose incidental to your affiliation as may be necessary to take part in club activities (e.g. emailing of notices or events).

Membership records are also used by the Club and the University for alumni relations and fundraising purposes. These include publications, invitations, appeals, and the marketing of alumni events and services. Communications may be sent by post, telephone or electronic means. Your data may also be processed by the Club and the University (including the Sports Service) for analysis, monitoring, and research, including (if you are a member of the University) linking your sporting records with academic records held by the University. For full details of how your personal data are used by the University Sports Service, please see the statement at: http://www.sport.cam.ac.uk/files/documents/sports_service_data_protection_statement.pdf

Most membership records contain contact details, membership levels, competitive levels, and any achievements from your time in the Club. In some cases other information is added, such as sensitive data you provide for a specific purpose (health issues, for example); and information about your areas of interest and potential to support the Club.

You have the right to:

- require us to provide access to your data, or rectify or erase your data
- stop future communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability).

Security and controlled data sharing with partners

Full membership records are 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. CURTC publishes all members' names and handicaps on the members-only, password-protected section of its website and in the Members Booklet. If members have given prior permission, CURTC also facilitates member communication by providing members' telephone numbers and email addresses on the members-only section of its website and in the Members Booklet. A new edition of the Members Booklet is published each October; if your details are in the current Members Booklet and you want some or all of the details not to appear in the next Members Booklet, please state your wishes in writing or by email by 31 August.

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

Your rights

You are in control.

If you have any queries, wish to restrict data processing or sharing including use for marketing or for contacting by other members or do not want to be contacted by the Club, please email dataprotection@curtc.net. (Minimal information is always retained to make sure you are not contacted again inadvertently). Otherwise we will maintain your record in support of your relationship with the Club and the University.

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