

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.

How we use your personal information - Cambridge University Hungarian Society

This statement explains how the Cambridge University Hungarian Society (“we”, “us” and “our”) handles and uses the personal information we collect about our members and other people for processes relating to our operations and activities.

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 Hungarian Society. The person responsible for data protection within our society is the Secretary who can be contacted at secretary@cuhs.co.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, membership number and preferred contact details), including ensuring effective communications with you.
- Import the email address into a Mailchimp mailing list, accessible only for the Committee Members. This mailing list will be used only by us, in order to communicate with our members.
- Keeping financial records (e.g. payment of your membership fees).
- Undertaking research into our activities.
- Managing complaints made to us.
- Managing society alumni relations and fundraising.

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 your personal information for as long as we need it, and usually for 3 years after your membership ceases.

How we share your personal information

- Personal information is not normally shared outside of the society and its members. We share some of your personal information with the University, only where there is a specific need to.
- We use properly safeguarded cloud based storage services to store electronic copies of personal information.
- We share the email addresses with Mailchimp.

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: 22/08/2018