



## **Data Protection Policy**

When you join the Suffolk Cambridge Society (hereinafter referred to as 'the Society') you consent that the Society;

- may record your personal data in both hard and electronic form, namely; title, name, contact details (phone, mobile, email address, postal address), college and matriculation year.
- may use this data for contacting you regarding the activities of the Society.

The Society will hold the personal data securely and it will only be accessible by the Society's committee members.

The Society will disclose the names (and associated colleges and matriculation years) to others attending an event organised by the Society unless a member attending the event specifically requests that their name and any of their guests are excluded from the list.

The Society will not disclose any personal data of a member or members to third parties without the permission of the member or members respectively.

Data protection legislation requires the Society to check a member's preferences about marketing by electronic means (email and text). A member should inform the Secretary of the Society if they do not wish to receive information regarding the activities of the Society by electronic means.

If a member has any queries, wishes to restrict data processing or sharing or does not want to be contacted, please inform the Secretary of the Society. (Minimal information is always retained to make sure you are not contacted again inadvertently)

Adopted by resolution of the Suffolk Cambridge Society Committee – 21 November 2016