



DOWNING COLLEGE CAMBRIDGE

How we use your personal information

The Segreants Trust

This statement explains how the Segreants Trust (“we” and “our” and “the Segreants”) handles and uses data it collects about its members and other people for processes relating to the operation and activities of the Trust.

When changes are made to this statement, we will publish the updated version to our website.

The data controller for your personal information is the Segreants Trust. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Chair of the Segreants Trust. As Downing College Alumni & Development Office processes your personal data on behalf of the Segreants, please contact the College at Development@dow.cam.ac.uk if you have any questions about this statement or how we manage your personal data.

The 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 Segreants to run effectively and efficiently. Where we process your personal information outside of the purposes listed in this statement, we will seek your explicit consent to do so in advance. You may ask us for further information on these matters or opt out of any mailing list at any time by contacting the Segreants via Development@dow.cam.ac.uk or using the “unsubscribe” link in any email from us.

How your data is used by the Segreants

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

- A. Maintaining your personal information (name, address, full contact details, and membership details) in order to stay in touch with you;
- B. writing to you from time to time with news about activities and events, including fund raising efforts by the Segreants, in order to support the activities of Downing College Boat Club;
- C. to send you a copy of the annual newsletter (*The Segreant*).

Alumni records, including those of Segreants, are held for the lifetime of Downing College and in accordance with the individual’s rights under the Data Protection Act 2018. If you have concerns or queries about any of these purposes, please contact the College at the above email address.

How we share your personal data

- Your address and contact details with a selected printer to mail the annual Segreants newsletter directly to you. We sign an appropriate confidentiality agreement with the printer;
- with Downing College Development Office who store on the alumni database your full name, address, full contact details, and Segreants membership details including subscription payments and membership status (active or lapsed);
- we use Downing College IT facilities 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 College 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 possible, we will notify you of our intention to share such information in advance.

Your rights

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information electronically to a third party (data portability).

Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

If you have questions or concerns about your personal information, or how it used, please speak to the College at the above address.

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: July 2019
Downing College Data Protection Team*

Date	Version	Reason for change	Author
May 2019	Draft	Reviewed by the Segreants	Records & Information Manager
July 2019	1.0	Publication	Records & Information Manager