

How we use your personal information

The Aula Club

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

When changes are made to this statement, we will publish the updated version or a link to it to the Aula Club pages on the Trinity Hall website.

The controller for your personal information is the Honorary Secretary of the Aula Club. 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 Honorary Secretary of the Aula Club

The legal basis for the Club’s holding and processing of your personal information is your consent, which you gave at the point you accepted the invitation to become a member of the Aula Club. We will assume that if you resign your membership, you withdraw your consent for us to process your personal information. Once you have resigned, any further holding and processing of your data will be restricted to the minimum required in the Club’s legitimate interest, e.g. for accounting purposes and maintenance of historic records. You may ask us to anonymise your data in our records or to delete your data, subject to the requirements of the GDPR 2018 and the Data Protection Act 2018. Please contact the Club Secretary (aulaclub@trinhall.cam.ac.uk) or via the College if more information is required.

How your data is used by the society

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

- A. Receipt of correspondence;
- B. Recording minutes of meetings;
- C. Maintaining a formal record of your activities within the society
- D. Maintaining financial records (i.e. payment of membership fees and other payments to the society);
- E. Maintaining data to enable the society to undertake research into its own activities
- F. to manage complaints made to us.

If you have concerns or queries about any of these purposes, please contact us.

How we share your personal data

Personal data is not shared outside of the society, apart from information given to the Club which updates or corrects data held by the College, principally updates to contact details or membership status.

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 receiving 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 held by the Club, or how it is used, please speak to the Honorary Secretary of the Aula Club.

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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