

The Oxford and Cambridge Club of Zurich

Data Protection Policy

09th March, 2021

The Oxford and Cambridge Club of Zurich ("the Club") collects and uses personal information as follows:

- inviting you to our events, or events organised by organisations with similar purposes as ours, such as other university alumni associations;
- sending you information of general interest within the scope of our aims and objectives (e.g. conferences, college and university events and updates about our activities);
- sending you requests for volunteers to help with our events and committee;
- enabling club members to contact other members;
- occasionally conducting surveys and asking for feedback.

Members should feel secure that their information is not accessible to anyone apart from other members.

This Data Protection Policy is intended to ensure that personal data is dealt with correctly and securely in accordance with the applicable laws. It will apply to information regardless of the way it is collected, used, recorded, stored or destroyed; and irrespective of whether it is held in paper files or electronically.

All members will be aware of their duties and responsibilities with respect to data protection and abide by this policy.

What is personal data:

Personal data means any information relating to an identified or identifiable natural person, such as name, address, date of birth etc.

Personal data that the club processes are:

- members' details such as name, address, e-mail address, profession, university and college, year of matriculation, website access rights;
- committee members' details such as name, address, e-mail address, profession, university and college, year of matriculation, website access rights, administrator rights;
- photos of members at club events, without persons being named.

Data Protection Principles:

The law establishes enforceable principles that must be adhered to at all times.

Personal data shall be:

- processed lawfully, fairly and in a transparent manner;
- collected for a specified, explicit and legitimate purpose;
- adequate, relevant and limited to what is necessary in relation to the purpose for which they were processed;
- accurate and kept up to date by the members as part of the annual renewal of their membership.
- kept only as long as is necessary;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures;
- not be sold or shared with third parties.

Our Principles

The Club is committed to maintaining the above principles at all times. Therefore, the Committee of the Club will:

- inform individuals why the information is being collected when it is collected;
- delete any information that members report to be out of date or inaccurate;
- ensure that information is not retained for longer than is necessary;
- ensure that when obsolete information is destroyed that it is done so appropriately and securely;
- ensure that clear and robust safeguards are in place (such as password protected computers) to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded;
- share information with others only when it is required and legally allowed;
- establish and implement procedures to ensure compliance with the duty to respond to requests for access to personal information;
- ensure our committee is aware of and understand our policies and procedures.

A copy of this policy will be kept on the club website.

Pictures

Pictures of members captured at Club events may be published on the Club website.

Members may not be named or tagged in these photos. The event name and date will be shown on the Club's website.

Members can opt out from having their picture published by notifying event organisers of their preference. If members do not opt out, they implicitly agree to have their pictures uploaded to the Club website.

A member can request, in writing or in person, that the committee remove a photo containing themselves at any time.

E-mails are recognised as written communication.

Attendance lists

Event organisers will not allow attendance lists to be photographed without written permission of all attending.

Member rights

Members have the right to:

- ask for access to, or rectification or erasure of their data;
- restrict processing (pending correction or deletion);

Member data has to be disclosed in a manner that protects the data of other members.

This policy document is due to be reviewed in December 2022.