

## **How we use your personal information – St John's Feminist Society**

This statement explains how the St John's Feminist 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 webpage (<https://www.joh.cam.ac.uk/st-johns-feminist-society>).

The controller for your personal information is the St John's Feminist Society. The person responsible for data protection within our society is the President, who can be contacted at [stjohnsfemsoc@gmail.com](mailto:stjohnsfemsoc@gmail.com)

### **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 and preferred contact details), including ensuring effective communications with you.
- Keeping financial records (e.g. payment of your event fees).
- Maintaining a formal record of your activities with us.
- Undertaking research into our activities.
- Managing complaints and enquiries made to us.

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 2 years after your membership ceases.

### **How we share your personal information**

- Personal information is not normally shared outside of the society. We may share some of your personal information with the University, other members or organisations or persons linked with the society, but only where there is a specific need to, such as for opportunities to work with a charity that the society has partnered with. In such cases, we will ask for your explicit consent prior to transmitting this information. You reserve the right to refuse, and your information will not be shared.
- Personal information is not normally published online. If the society wishes to use your name, image or other personal information for publicity purposes online (e.g. a photo on social media or a blog post), we will ask for your explicit consent for this content to be shared. You reserve the right to refuse at any time, including after publication. In such cases, the personal information will be removed quickly.
- We use University IT facilities to store electronic copies of personal information.
- The personal information of participants in our events, whether members or not, will be

automatically stored for 27 days to comply with Track and Trace. This will be used and shared as appropriate to the relevant authorities for health and safety reasons. If we need to notify attendees of a possible exposure, we will not share the name of the person in question.

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: 5th October 2021