

The Guild of Friends Data protection statement

This statement explains how The Guild of Friends of Newnham College handles and uses the personal data we collect about our members.

This allows us to keep in touch with you, to keep you informed of our activities and developments, and to identify ways in which you can support us, through donations or other forms of financial and non-financial support. We are committed to protecting your personal information and being transparent about what information we hold.

Personal data that we hold

The information we hold is your name and address. For some of you we hold your email address, and may also hold your year of matriculation.

How we use your data

Your data is used by us

- to send an annual report and occasional newsletters;
- to invite you to events; and
- for administrative purposes (e.g. in order to process a donation you have made or in connection with an event you wish to attend.)

We usually communicate by post, but may send you an email if we hold your email address. If you have concerns or queries about any of this, or how we communicate with you, please contact us using the details listed below.

Sharing your data.

We only share your data with the Development Office of Newnham College, which organises our mailings, and the College accounts office which receives your subscriptions and donations. We never share your data with anyone else unless we have your written or emailed consent.

We do not sell your personal data to third parties under any circumstances.

Your rights

You have the right to ask us to remove your data from our list at any time.

Further information

The legal basis for processing your personal data is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes

The controller for your personal data is the Secretary of The Guild of Friends of Newnham College who can be contacted through the Development Office, Newnham College, Cambridge CB3 9DF. Please contact us if you have any concerns or questions about the above information or you wish to remove your data from our list.

We will publish any changes we make to this data protection statement and notify you.

Sidney Syson 17 May 2018