

MAA Friends

Data Protection Statement

This statement explains how the MAA Friends handles and uses the personal data we collect about our current and past members. Developing a better understanding of our members and supporters allows us to keep in touch with you, in order to keep you apprised of our activities and developments, to provide services to you, 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.

This statement is based on the University of Cambridge data protection statement for alumni and supporters published at alumni.cam.ac.uk/data-protection.

Personal data that we hold

A significant proportion of the information we hold relating to you is that which you provide to us, for example by filling in forms via our website, or by communicating with us by telephone, email or otherwise. We may on occasion also hold information relating to you which has come from other sources.

Most records contain details of your interactions with us, including:

- Your membership
- Your attendance at our events
- Details of benefits and services provided to you
- Your history of subscriptions/donations made to us
- Financial information relating to subscriptions/donations made to us
- Personal information provided by you for a specific purpose, eg disability or dietary preferences for event management purposes

How we use your data

Your data is used by us as follows:

- Sending invitations to exhibition openings
- Sending newsletters and providing information and updates about events and activities
- Sending information about your membership
- Internal record keeping, including the management of any feedback or complaints
- Administrative purposes, eg in order to process subscriptions or a donation you have made or to administer an event you have registered for or attended

And may also be used by us to:

- Provide services
- Conduct surveys, eg research on what events may be of interest to you, or when and whether particular donations or funding appeals may be of interest to you
- Send tailored proposals, appeals or requests for donations
- Send details of volunteering opportunities

Please note that before seeking or accepting major donations the University is required to conduct due diligence including reviewing publicly available personal data relating to criminal convictions and offences.

Communications to you may be sent by post, telephone or electronic means (principally by email), depending on the contact details we hold, the consents that you have provided, and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes or about how we communicate with you please contact us at: friends@maa.cam.ac.uk

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

How we protect your data

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

We may facilitate communication between individual members, but in doing so we would not release personal contact details without prior permission.

Your rights

You have the right to:

- Ask us for access to, or rectification or erasure of your data
- Restrict processing (pending correction or deletion)
- Object to communications or direct marketing
- Ask for the transfer of your data electronically to a third party (data portability).
- Lodge a complaint with the Information Commissioner's Office (ICO)

Many of these rights are qualified in various ways.

Further information

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimize its use, and there is no overriding prejudice to you by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data. The controller for your personal data is the University of Cambridge. The MAA Friends can be contacted at friends@maa.cam.ac.uk and the University's Data Protection officer can be contacted at dpo@admin.cam.ac.uk.

Please contact us if you have any concerns or questions about the above information or wish to ask us not to process your personal data for particular purposes. Where you have specific requests relating to how we manage your data we will endeavor to resolve these but please note that there may be circumstances where we cannot comply with specific requests.

In the case of life memberships we will retain your data indefinitely in support of your lifelong relationship with us or until you request us to do otherwise.

We will publish any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Where you exercise your right to erasure we will continue to maintain a core set of personal data (name, membership details, unique identification number and date of birth) to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes, eg Gift Aid, anti-fraud and accounting matters.

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