

Data protection statement

This statement explains how the Oxford and Cambridge Alumni Society Czech Republic (“we” and “our”) handles and uses the personal data we collect about our members and our past, current and future supporters (“you” and “your”). 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 membership fees or donations 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

We may hold information relating to you from a number of sources. A significant proportion of the information we hold is that which you provide to us (for example, you may give us information by filling in forms on our website, or by corresponding with us by telephone, email or otherwise).

Most records contain:

- details of your education (e.g. your University, the courses you have completed, dates of study)
- unique personal identifiers and biographical information (e.g. name, date of birth)
- your contact details (and we update these whenever you let us know that they have changed)
- details of your interactions with us, including:
 - your membership and achievements with us
 - your attendance at our events
 - other contact with us
 - details of benefits and services provided to you
 - your relationships with other members or supporters
- your communication preferences, to help us provide tailored and relevant communications

We also record, where applicable, based on information which you provide to us and, in some cases, publicly available information:

- financial information, including:
 - your history of membership fees paid and donations made to us
 - other support that you provide (e.g. details of volunteering roles)
- your career details and other life achievements
- information about your areas of interest and extra-curricular activities

We might verify the data we hold with publicly available data.

We use targeted internet searches, where relevant in order to verify and maintain the accuracy of the data listed above.

How we use your data

Your data is used by us for a number of interdependent purposes in support of alumni relations, supporter communications and fundraising. These include:

- sending you publications (e.g. newsletters and updates about our activities)
- conducting surveys, including research on when and whether particular donations or funding appeals may be of interest to you
- providing services
- sending you tailored proposals, appeals and requests for donations
- sending you details of volunteering opportunities
- inviting you to our events
- wealth analysis and research in order to improve our understanding of our members and supporters, inform our fundraising strategy and target our communications more effectively
- internal record keeping, including the management of any feedback or complaints
- administrative purposes (e.g. in order to process a membership fee or donation you have made or to administer an event you have registered for or attended)

Before seeking or accepting major donations above the set membership fees we are required to conduct due diligence, including reviewing publicly available personal data relating to the donor's 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 consent 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 how we communicate with you, please contact us using the details listed below.

We may use manual analyses to link data together to help us identify your potential for supporting us, to provide you with an improved experience, to send you communications which are relevant and timely, to identify volunteering opportunities or opportunities for providing support which may be of interest to you, and to avoid approaching you with opportunities which are not of interest. All of this enables us to raise more funds, sooner, and more cost-effectively, in support of our strategic objectives. We always seek to ensure that any opportunities we present are aligned with your interests, based on the research we conduct.

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

When we share your data with others (our partners)

We share the above categories of data with the University of Oxford and University of Cambridge and the Colleges to provide you with a coordinated approach. Any transmission of data to or from the University of Oxford and University of Cambridge and Colleges is managed through agreed

processes which comply with relevant data protection legislation. The University of Oxford and University of Cambridge and each College has its own data protection statement and procedures.

How we protect your data

We ensure we have appropriate data sharing arrangements in place before sharing your personal data.

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

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

Any transfers of your data overseas (outside of the European Economic Area), as set out above, are protected either by an 'adequacy decision' by the European Commission (declaring the recipient country as a 'safe' territory for personal data) or by standard contractual clauses adopted by the European Commission (which give obligations for the recipient to safeguard the data). Further information about the measures we use to protect data when being transferred internationally is available from us (via the contact details are set out below).

We store your data in one dedicated folder at our Google drive and in our MailChimp account, both protected by strong passwords and accessible only by the members of our Committee.

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)

You have the right to lodge a complaint with the Office for Personal Data Protection at <https://www.uoou.cz/stiznost.asp#obalhlava>

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 minimise 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.

We store you data at the

The controller for your personal data is the Oxford and Cambridge Alumni Society Czech Republic, and we can be contacted at president@oxbridge.cz or secretary@oxbridge.cz.

Please contact us if you have any concerns or questions about the above information or you 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 endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

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 (e.g. anti-fraud and accounting matters).