

How we use your personal information – May Week Alternative (MWA)

This statement explains how May Week Alternative (“we”, “us” and “our”) handles and uses the personal information we collect about our members, as well as those who sign up to our mailing lists and those who donate through us, for processes relating to our operations and activities.

When changes are made to this statement, we will publish the updated version on our website.

The controller for your personal information is May Week Alternative (mayweekalternative@gmail.com). The person responsible for data protection within our society is the Secretary who can be contacted at ekb45@cam.ac.uk.

How we use your personal information

We collect and process your personal information for a number of purposes, including:

- Maintaining members’ personal details (e.g. name and preferred contact details, year of study, degree subject, college), including to ensure effective communications with you.
- Maintaining a formal record of your activities with us.
- Undertaking research into our activities, including using donations data (which is collected and given to us by SoGive) to calculate running and final donations raised, coordinate matched funding, assist donors in cases where they have queries about their donation, and to perform statistical analysis of donation patterns that may assist our future fundraising. These may include but are not limited to analysis by date, time, location, amount or donor frequency but are never presented in a way that could identify individual donors.
- Managing complaints made to us.
- Managing society alumni relations and fundraising.
- Managing mailing lists.
- Managing events, including to manage booking.

For mailing lists (except the donors mailing list) and membership information our normal legal basis for processing your personal information is your consent, which you gave at the point you become a member of the society and which you can withdraw at any time, including by resigning your membership.

For donations data, managing events and the donors mailing list 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:

- We keep membership information usually for 2 years after your membership ceases.
- We keep emails on mailing lists usually until you unsubscribe (which you can do by

- emailing us (mayweekalternative@gmail.com) or at <https://lists.cam.ac.uk/mailman/>).
- We keep donations data for as long as we need it, but we anonymize it all at the end of each year and destroy all non-anonymized copies, and prior to anonymization, the information is password protected and the only people with access to the data or the password are: President(s), VP Fundraising, VP Publicity, Sec-Treasurer.
 - We keep event managing information until usually at most a year after the event.

How we share your personal information

- Personal information is not normally shared outside of the society and its members. We may be required to share some of your personal information with the University, only where there is a specific need to-
- We use University IT facilities, Student-Run Computing Facility (SRCF), and Google Drive to store electronic copies of personal information.

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: 16/06/2021