

Privacy Policy: How we use your personal information

THORP SOCIETY

This statement explains how the Thorp Society (“we”, “us” and “our”) handles and uses the personal information we collect about ‘University College Durham Alumni and those engaging with Thorp Society’ (“you” and “yours”) for processes relating to our operations and activities.

The controller for your personal information is the Thorp Society. The person responsible for data protection within Thorp Society Committee is Sophie Draper who is a current student at University College, Durham University. Sophie can be contacted through the society email at: thorp.society@gmail.com.

When any changes occur to this statement, the updated version will be published on www.castlemcr.co.uk/thorp.

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 email) to ensure effective communications with you following any queries, or following registration to a Thorp Society related events and/or opportunity.
- Maintaining a record of your contributions to Thorp Society, Castle MCR and University College.
- Undertaking research into our activities.
- Managing complaints, feedback and/or recommendations made to us.
- Managing alumni relations.

Our normal legal basis for processing your personal information is your consent, which you provide at the point you send your information to Thorp Society via email, Google form, Durham University's eCommerce and Events Management portal and/or other digital medium.

If you are a student/graduate of Durham University, some of your personal data is transferred from your student record to the University's alumni database 'Raiser's Edge', which is managed by Durham University's Development and Alumni Relations Office (DARO). Thorp Society does not, and will not, have access to this information, this information is managed by Durham University's Development and Alumni Relations Office (DARO). If you receive email correspondence from pre-existing alumni mailing lists which feature Thorp Society content, this is not sent to you from us directly, and is sent via the University College Alumni and Development Manager and DARO. You can locate the DARO Privacy Policy here: <https://www.dunelm.org.uk/privacy-notice>.

Thorp Society will only retain your personal data for as long as it is needed. The purpose of retaining your data is related to the uses listed above and/or historical records. Email addresses collected from Google forms' will be deleted 5 years from the submission date.

How we share your personal information

Personal information is only accessible to and shared with Thorp Society Committee, with the following exceptions:

- We may share some of your personal information with DARO, University College Office staff and the Castle Society Executive Committee, only where there is a specific need to, including:
 - Attendance lists for Thorp Society events hosted in Durham Castle.
 - Voluntary work you completed when in Castle MCR and/or the wider Castle Community for recognition purposes.

- Validating a person's association to Durham University and University College.
- Concerns regarding a person's welfare or conduct.
- We may share your personal information with relevant members of the Castle MCR Executive Committee as part of arrangements related to membership, finances and events of the Thorp Society.
- In the scenario we are requested to share your personal information with Castle MCR, University College or a third party, other than the reasons listed above, we will ask for your explicit consent prior to transmitting any 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.

Personal information is not shared with any other University College Durham Alumni engaging with Thorp Society.

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 (Sophie Draper) using:

thorp.society@gmail.com

You may also contact the University College Alumni and Development Manager about any concerns at:

Castle.alumni@durham.ac.uk

If you remain unhappy with the way your information is being handled which relates to Durham University's Alumni and Relations activities, you can email or write to:

Senior Data Officer,
Development and Alumni Relations Office,
Palatine Centre,
Durham,
DHI 3LE
daro.privacy@durham.ac.uk

and you have the right to lodge a complaint with the Information Commissioner's Office:

Information Commissioner's Office (ICO),
Wycliffe House,
Water Lane,
Wilmslow,
SK9 5AF
<https://ico.org.uk/>

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