

## Privacy Policy

The Oxford University German Society (henceforth 'Society'; 'the Society'; 'we') are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others, and how we keep it secure.

Any questions regarding this policy and our privacy practices should be sent by email to [president@oxford-germansoc.co.uk](mailto:president@oxford-germansoc.co.uk).

### What type of information is collected from you?

The personal information we collect may include: your name; email address; phone number; transactions; amounts paid or owed to the Society; university registration information including course type, course subject area, course title, college, university affiliation status, matriculation date and graduation date. When you open the Society newsletter we gather information on the way in which you use the newsletter, including but not limited to opening rate, clickthrough rates and reading times.

If you make a payment or donation to the society online, your card information is not held by us. It is collected by our third-party payment processor Paypal, who specialises in the secure online capture and processing of credit/debit card transactions. Similarly, if you make a payment in-person at a Society event, we do not hold your card details. Your information is gathered and held by our third-party payment processor for in-person card payments, iZettle. We encourage you to read the privacy statements of Paypal and iZettle, both of which are available on their respective websites.

### What we use your personal information for

Purpose	Personal Information Used	Lawful Basis under the General Data Protection Regulation
<b>To register and maintain your membership of the Society</b>	All the personal information we collect	We have a legitimate interest to enter into and perform contracts with either yourself or the organisation that you represent. The information is required to administer your membership of the society, and to contact you about the society of which you are a part.
<b>To send you the Society's Newsletter</b>	Your name and email address	We have a legitimate interest to enter into and perform contracts with either yourself or the

		organisation that you represent. The information is required to contact you about the society of which you are a part.
<b>To deal with your queries, claims, legal disputes or claims, or to raise queries, claims, legal disputes and complaints with you</b>	All the personal information we collect	We have a legitimate interest to improve the services and/or products we provide.
<b>Promotional purposes</b>	Pictures and videos either submitted to the Society or taken at Society events (including online events)	We have a legitimate interest to promote the work of the Society through a variety of medias, including but not limited to photos and videos.
<b>To keep you connected to the Society after you leave Oxford via our Alumni Network</b>	University registration information (course type, course subject area, course title, college, university affiliation status, matriculation date, graduation date); your name; your email.	We have a legitimate interest to enter into and perform contracts with either yourself or the organisation that you represent. The information is required to administer your membership of the society, and to contact you about the society of which you are a part.
<b>Data analytics and statistical analysis to help us improve our newsletter service</b>	How you use our newsletter	We have a legitimate interest to improve the newsletter, online services and user experience we provide

## Retention

We review our retention periods for personal information on a regular (minimum yearly) basis. We are required by law to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract that you hold with us. In particular, we need to hold information relating to your membership of the Society (name; email address; phone number; transactions; amounts paid or owed to the Society; university registration information including course type, course subject area, course title, college, university affiliation status, matriculation date and graduation date) for as long as you are a member.

## **Who has access to your information?**

Companies in our supply chain have access so that they can contact you and deliver goods and services to you. For example, we would need to pass a mail service your name and address in order to enable them to deliver a package to you.

Police, law enforcement agencies and security services will have access on request to assist with the investigation and prevention of crime.

University authorities will have access on request.

We will pass aggregated and anonymised elements of your data, such as (but not limited to) course type and subject area, to third parties. Primarily these information transfers will be to sponsors, helping them to get a better idea of what courses the Society's membership do.

We may, for select events, pass your name and email address to third parties. Such events will be clearly highlighted, and will require you to re-enter the personal information that is to be sent to a third party. The form used to capture this data will clearly explain who the data will be shared with, and for what purpose. Such information transfers will primarily occur in order to facilitate a sponsor event. For example, name and email is needed to send out a join link to a webinar.

## **How you can access and update your information**

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at [membership@oxford-germansoc.co.uk](mailto:membership@oxford-germansoc.co.uk).

You have the right to ask for a copy of the information the Society hold about you, and also have the right to request the erasure of your personal information.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it is treated securely. For example, all electronic databases are password protected.

Non-sensitive details (your email address etc) are transmitted normally over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

## **Links to other websites**

Our website contains links to other websites run by other organisations. This privacy policy only applies to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be, and are not, responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you were linked to our website from a third party site, we cannot be, and are not, responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the privacy policy of that third party site.

## **16 or Under**

We want to protect everyone's privacy, and are particularly concerned about the privacy of those aged 16 or younger. If you are aged 16 or younger, please get your parent/guardian's permission before providing us with personal information.

## **Transferring your information into and outside of the European Union**

As part of the services offered to you by the Society, the information which you provide to us may be transferred to countries outside the UK and the European Union ("EU"). By way of example, this may happen if any of our servers are located in a country outside of the EU or UK. These countries may not have similar data protection laws to the UK or EU. By submitting your personal data, you're agreeing to the transfer, storing of processing of your data in countries within and outside of the EU. If we transfer your information outside of the UK or EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy.

If you use our services while you are outside the EU, your information may be transferred both inside and outside the EU in order to provide you with those services.

## **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in September 2020.