**Retention of personal information by Cambridge University Jiu-Jitsu Club**

This statement explains how Cambridge University Jiu-Jitsu Club (CUJJC) handles and uses data it collects about its members, alumni and supporters in accordance with GDPR 2018.

Records are created upon joining CUJJC for the purpose of evidencing your membership of CUJJC and to ensure adequate medical and emergency contact information is available in the event of an injury or incident. Most membership records contain contact details and any achievements from your time in CUJJC. In some cases, other data may be recorded for a specific purpose with prior permission.

All information is held and transmitted securely and may be shared in a considered and confidential basis with the National Governing Body and the University if necessary. Your membership information may be used by CUJJC for insurance purposes, or any other purpose incidental to your affiliation as may be necessary to take part in club activities.

CUJJC also holds general records including Varsity match results, competition results and group photographs taken at club events, such as at Nationals or at the Summer Ball; these are deemed to be in the public domain, and may feature in promotional or publicity material.

You have the right to request the amendment or removal of information about you (unless not privately held, for example competition results or publicity media), unless doing so risks placing CUJJC outside of any legitimate requirement placed upon it.

Your information will never be sold to any third party, nor provided to a third party other than those above without further prior permission from you.

If you would like to amend or remove your information at any time, a request may be made in writing, or by email, to the Secretary, Anna Peters at alp85@cam.ac.uk.