

# Southampton University Paintball Club and Southampton University Airsoft Society – Privacy Statement

## What do we store?

We hold the following information about our members:

- Your name
- Your email address
- A contact telephone number (typically a mobile telephone)
- Your address
- Membership reference numbers or other unique identifiers allocated by the University of Southampton Students Union, the University of Southampton, the United Kingdom Paintball Sport Federation and the clubs.
- (On a temporary basis) Dietary requirements if required for an event we are running/attending.
- We also store a copy of all order histories, dating back a minimum of 7 years as required for financial auditing purposes.

## Where do we store it?

This information is stored in a centralised database, which is hosted on UK servers, making the best of the latest standards in encryption. We perform periodic compliance checks to ensure that we remain secure. We work hard to ensure the security of our membership, and will be open and transparent about any issues we find.

## How do we use it?

We process your data in many ways, which are outlined below:

- We source membership information about you from third party organisations (University of Southampton and University of Southampton Students' Union) to obtain information about your status at the University. We then store this information to supplement our records.
- We use the data you have provided us, along with the data we obtain from third party sources in order to remain compliant with rules from the University of Southampton Students' Union.
- When you book onto an event with us, you are required to consent to provide your name and any dietary requirements to the venue or event operator such that we can share this information with them when the event is booked with the venue.

- We will share our membership lists, including names and unique identifiers with the University of Southampton Students' Union for the purposes of reporting to them as required by the rules of their affiliation.
- If your account becomes eligible for registration with the relevant professional body or national database, we will request consent from you to share your information with the relevant professional body or national database. This includes, at minimum, your name, address, telephone number and (in many cases) a membership number.

## Your rights

If you are a member of the mailing list and have not made any purchases from either society:

- You have a right to unsubscribe from that mailing list at any point in time. You will be removed from our records within 30 days of sending an email to [committee@supac.org.uk](mailto:committee@supac.org.uk) and/or unsubscribing through the members portal.
- If you exercise this right, your personal data will be permanently and irrevocably deleted from our database, save for if/when you subscribe to the mailing list in the future.
- As we hold daily, monthly, and yearly database backups, such backups will continue to hold your information for the purpose of point-in-time recovery. We will hold a separate, independent record of requests to be removed and should a point in time backup be required, we will endeavour to remove all those requested to be removed subsequent to the restoration of that backup.

If you have purchased club membership from either society:

- We have a contractual basis for keeping information about you. While you may still request that we remove all your personal data from our database, we will then be **unable to provide you the services that the club offers**.
- We keep all financial records for a minimum period of 7 years as required by financial regulations. This includes Paypal transaction references. If you request to be removed from our data set before these 7 years have elapsed, we will anonymise your information on these financial records.
- As we hold daily, monthly, and yearly database backups, such backups will continue to hold your information for the purpose of point-in-time recovery. We will hold a separate, independent record of requests to be removed and should a point in time backup be required, we will endeavour to remove all those requested to be removed subsequent to the restoration of that backup.