



## ALUMNAE, FRIENDS AND SUPPORTERS PRIVACY NOTICE

### INTRODUCTION

This policy is to help you understand how the school will use (or "process") personal data about you and what we do with that information. Personal information identifies you as an individual and relates to you and includes your contact details and financial information as well as images, recordings and CCTV when on school premises.

Data Protection Law gives you the right to understand how your data is used. RMS is a Data Controller for the purposes of Data Protection Law which means it determines how individual's personal data is processed and for what purposes

This Privacy Notice applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online or paper form. This notice covers how the School uses your personal data for alumnae and development purposes. For more information about how the School uses your information more widely (for example, in relation to the provision of education to pupils) please refer to our Parent and/or Pupil Privacy Notices.

### WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

RMS for Girls collects information about alumnae, former parents and friends in order for us to ensure there is an active community of supporters which will benefit the School and members of the School community. The Development Office will be processing your data. The school expects that the following uses will fall within the category of it's (or it's community's) "**legitimate interests**". This means that we are using your information when this is necessary for our legitimate interests, except when your interests and fundamental rights override our legitimate interests:

- to keep you informed about events and activities and in relation to your attendance at those events;
- sharing information about career networking opportunities and volunteering at the school;
- to facilitate interaction between members of the School community;
- to keep you informed about what is happening at the School;
- in connection with providing financial support to the School (including making donations to the School and specific campaigns, such as for our bursary programme); and
- in connection with the other ways in which you might support the School (such as when you volunteer).

We will contact you for the above purposes by email, telephone, post or by text message but we will only do this where we are allowed to do so under data protection law (for example, we will usually need your consent before sending you an email about a fundraising opportunity). If you do not want us to contact you for any of these purposes please contact the Development and Alumnae Relations Office: [campaign@royalmasonic.herts.sch.uk](mailto:campaign@royalmasonic.herts.sch.uk) or telephone 01923 725 767.

## TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

The information we hold includes your contact details, your relationship with the School, event attendance and gift information where appropriate. We receive information about you from other departments within the School but only where this is relevant to our work. We hold a specific database with information about alumnae, parents, staff, former parents, former staff and other supporters.

You provide us with information about yourself during the course of our relationship with you. For example, when you sign up to receive communications from us or order tickets for events.

We will hold information such as:

- your name and gender;
- date of birth;
- the dates when you or your child attended the School (if applicable);
- if you are a former staff member the dates when you worked at the School;
- your contact details;
- family and spousal information;
- information about your achievements and interests e.g. which sports team you were part of as a pupil;
- where you attended university and your occupation (if applicable);
- how you like to hear from us e.g. whether you have signed up to receive emails from us;
- your involvement with us e.g. if you assist with careers support for current pupils or event attendance;
- communications sent to or received by the development office;
- records of any donations;
- your Gift Aid status if applicable;
- any dietary requirements for catering purposes that you have provided;
- any disability which you may have so that we may make reasonable adjustments for you;
- car details, image and CCTV recordings (for those who visit the site and/or use our car parking facilities)

## WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Personal data collected by the school will remain within the school, and will be processed by appropriate members of staff in accordance with access protocols (i.e. on a 'need to know' basis).

In accordance with Data Protection Law, some of the school's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions. For example;

- If you use a third party platform to donate then we will receive information about you from them.
- If you attend one of our events, then we will share your information with event booking platforms such as Eventbrite.
- In accordance with our legal obligations, will share information with local authorities, the Independent Schools Inspectorate / Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police for the prevention and investigation of crime and the prosecution of offenders.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
- We will need to share information if there is an emergency, for example, if you are hurt whilst on School premises or at one of our events.
- Where we use contractors to help us with our work (e.g. a printing company for our literature)

## HOW LONG WE KEEP PERSONAL DATA

We will keep information about you for as long as we need to do so, in compliance with our data protection and other legal obligations. For example, we will retain contact details for you for as long as you want to be part of the school community so that we can communicate with you. We will also need to keep a record if you tell us that you do not want us to contact you anymore, so that we do not inadvertently add you to our mailing list in the future. Our Record Retention Policy sets out how long we keep different types of information. For more information on how personal information is used by the School more widely please contact the Compliance Officer.

## YOUR RIGHTS

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the school, and in some cases ask for it to be erased or amended or have it transferred to others, or for the school to stop processing it – but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to [compliance@royalmasonic.herts.sch.uk](mailto:compliance@royalmasonic.herts.sch.uk).

The school will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. The school will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the school may ask you to reconsider, or require a proportionate fee, but only where Data Protection Law allows it.

- Requests that cannot be fulfilled

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals, or information which is subject to legal professional privilege.

We will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

- Consent

Where the school is relying on consent as a means to process personal data, you may withdraw this consent at any time. Examples where we do rely on consent are for certain types of fundraising activity. Please be aware however that the school may not be relying on consent but have another lawful reason to process the personal data in question which will usually have been asserted under this Privacy Notice, or may otherwise exist under some form of contract or agreement with the individual (e.g. a parent contract).

- Whose rights?

The rights under Data Protection Law belong to the individual to whom the data relates. However, the school will often rely on parental authority or notice for the necessary ways it processes personal data relating to pupils – for example, under the parent contract, or via a form. Parents and pupils should be aware that this is not necessarily the same as the school relying on strict consent (see section on Consent above).

## **DATA ACCURACY AND SECURITY**

The school will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify [compliance@royalmasonic.herts.sch.uk](mailto:compliance@royalmasonic.herts.sch.uk) of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the school may need to process your data, of who you may contact if you disagree.

The school will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to school systems. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

## **THIS NOTICE**

The school will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

## **QUERIES AND COMPLAINTS**

Any comments or queries on this notice should be directed to the Compliance Officer [compliance@royalmasonic.herts.sch.uk](mailto:compliance@royalmasonic.herts.sch.uk)

For further detail about data protection, please refer to the Data Protection Policy

If an individual believes that the school has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the school complaints procedure and should also notify [compliance@royalmasonic.herts.sch.uk](mailto:compliance@royalmasonic.herts.sch.uk). You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the school before involving the regulator.

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