

# Privacy Notice – Alumni



STAMFORD

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In this document the Stamford Endowed Schools will be abbreviated to the term 'the Schools' and refers to Stamford Junior School (including the Nursery), Stamford High School, Stamford School, Stamford Endowed Enterprises, Stamford Endowed Schools Foundation and any legitimate activities that may take place away from the Schools sites. In this document the Data Protection Act 2018 and General Data Protection Regulation will be abbreviated to the term "GDPR"

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## 1 Scope

All data subjects whose personal data is collected, in line with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Bill 2017.

## 2 Responsibilities

- 1.1 The Development Office (Alumni Relations), supported by the Data Protection Lead and Data Manager are responsible for ensuring that this notice is made available to data subjects prior to Stamford Endowed Schools collecting/processing their personal data.
- 1.2 All Staff of the Schools who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3 Privacy notice

### 3.1 Who are we?

The Stamford Endowed Schools Development Office collect data to continue engaging with alumni of the Schools. Data is collected for historic purposes, to provide information, news and events to former pupils, including members of the Old Stamfordian Club (Stamford School) and the Old Girls' Guild (Stamford High School). Data is also used to provide alumni with information, news and events from the Schools.

Our Data Protection Lead, Data Manager or Foundation Department can be contacted directly here:

- [DPL@ses.lincs.sch.uk](mailto:DPL@ses.lincs.sch.uk)
- (01780750333)
- [oldstamfordians@ses.lincs.sch.uk](mailto:oldstamfordians@ses.lincs.sch.uk)
- 01780750032

The personal data we would like to collect and process is:

<b>Personal data type:</b>	<b>Source</b> (where Stamford Endowed Schools obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources):
Year of Leaving	Stamford Endowed Schools
Full Name (including Previous Names)	Stamford Endowed Schools
Current Address	Stamford Endowed Schools
Email	Stamford Endowed Schools

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Details relating to your time at the Schools	Stamford Endowed Schools
Details relating to Donations	

The personal data we collect will be used for the following purposes:

- To provide information on the schools, upcoming events and membership to School clubs (OSC, OGG)
- To communicate about up and coming events of possible interest to alumni
- For marketing and profiling processes which relate to supporting the Schools in fundraising achievements.

Our legal basis for processing for the personal data when required is:

- Legitimate Interest
- Consent

Where the Development Office have received consent, the Schools will communicate via email, phone, or post under the PERC (Privacy and Electronic Communication regulation 2003).

Any legitimate interests pursued by us, or third parties we use, are as follows:

- To have historical information of our previous pupils and parents as a means of providing a Schools archive and processing of club data.

## 3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by.

## 3.3 Disclosure

The Stamford Endowed Schools will pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Organisation	Safeguards in place to protect your personal data	Retrieve a copy of the safeguards in place here:
Mailchimp	Third Party Processing Agreement	Via Development Office
OS Club	Third Party Processing Agreement	Via Development Office
OGG	Third Party Processing Agreement	Via Development Office
Ticket Source	Third Party Processing Agreement	Via Development Office
External Mail House	Third Party Processing Agreement	Via Development Office

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## 3.4 Retention period

The Stamford Endowed Schools will process personal data for whilst you are a member of any alumni group (OS, OGG) and will store the personal data until the data subject requests the data to be removed. For historical records a minimum of names, year of leaving, schooling history will remain.

## 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Stamford Endowed Schools refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.3 above) in the processing of your personal data.

## 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Stamford Endowed Schools (or third parties as described in 3.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and the Schools Data Protection Lead and Data Manager.

The details for each of these contacts are:

	Supervisory authority contact details	Data Protection Lead and Data Manager contact details
Contact Name:	ICO (United Kingdom)	Data Team
Address line 1:	Wycliffe House	Brazenose House
Address line 2:	Water Lane	St Pauls Street
Address line 3:	Wilmslow	Stamford

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Address line 4:	Cheshire	Lincolnshire
Postcode:	SK9 5AF	PE9 2BE
Email:	Visit ICO Website – Report a concern	<a href="mailto:DPL@ses.lincs.sch.uk">DPL@ses.lincs.sch.uk</a>
Telephone:	0303 123 1113	01780750333

## 4 Alumni privacy statement

### Personal data

Under the EU’s General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

### How we use your information

This privacy notice tells you how we, the Stamford Endowed Schools will collect and use your personal data for the services provided by the Development Office.

### Why does the Stamford Endowed Schools Foundation need to collect and store personal data?

In order for us to provide you with information, news and events for alumni from the Schools’ members clubs, the Schools and the SES Development Office, we need to collect personal data for correspondence purposes and/or detailed service provision. In any event, we are committed to ensuring that the information we collect, and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes the Stamford Endowed Schools will have contacted you for additional consent.

### Will the Stamford Endowed Schools share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to the Schools in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf in section 3.3. When they no longer need your data to fulfil this service, they will dispose of the details in line with the Schools procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

### How will the Development Office use the personal data it collects about me?

The Development Office will process (collect, store and use) the information you provide in a manner compatible with the EU’s General Data Protection Regulation (GDPR) and the UK Data Protection Bill 2017.

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We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. The Foundation is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

## Under what circumstances will the Stamford Endowed Schools contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

## Can I find out the personal data that the organisation holds about me?

The Stamford Endowed Schools at your request, can confirm what information we hold about you and how it is processed. If the Development Office does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the Data Protection Lead and Data Manager, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of the Foundation or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

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## What forms of ID will I need to provide in order to access this?

The Stamford Endowed Schools accepts the following forms of ID when information on your personal data is requested:

Passport, driving licence, birth certificate, utility bill (from last 3 months), etc.

## Contact details of the Data Protection Lead and Data Manager:

	<b>Data Protection Lead and Data Manager contact details</b>
Contact Name:	Data Team
Address line 1:	Brazenose House
Address line 2:	St Pauls Street
Address line 3:	Stamford
Address line 4:	Lincolnshire
Postcode:	PE9 2BE
Email:	DPL@ses.lincs.sch.uk
Telephone:	01780750333

## *Document Owner and Approval*

Development Manager is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

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