

GHA - Privacy Notice for Alumni, Friends & Supporters

The privacy and data security of our alumni, friends and supporters is very important to the GHA.

The following notice sets out how as alumni, friends and supporters of the GHA we may use your data. We will ask your permission to hold your data and also you will be able to confirm the way in which communicate with you.

All personal data is held and processed in accordance with the Data Protection Act 1998 and other relevant legislation. All personal data is stored securely, with access restricted to authorised personnel only.

What information do we collect about you?

Personal data held and processed by the GHA may include:

- *Biographical information including your name, gender and date of birth*
- *Your contact details and communication preferences*
- *Your education history*
- *Your clubs and societies affiliations and your other connections*
- *Your professional activities and employment*
- *Your interests and extra-curricular activities*
- *Information you have publicly shared on social media*
- *Your volunteering activity*
- *Your family and partner/spousal details*
- *Your relationships with other School alumni, donors and friends*
- *Your donation history*
- *Records of communications and interactions we have had with you*
- *Your attendance at School events*

How will we use the information?

We will use your data to administer a range of activities for our alumni, friends and supporters and ensure that the ways in which we communicate with you, such as sending out news about the GHA, Gayhurst School, inviting you to events, or advising you of fundraising activities and plans/campaigns, are relevant and adhere to your chosen communication preferences.

Third Party Policy

Your data will not be disclosed to external organisations. Depending on your privacy settings and interaction with us on social media sites like LinkedIn, Facebook and Twitter, we may cross-check your data to ensure that it is robust and up to date.

Photographs

We may use photographs or videos of you for the GHA/Gayhurst School website and social media sites. If you have any concerns about the use of photographs and videos please contact us at gayhurstalumni@outlook.com

Security

The GHA is committed to holding your data securely and treating it with sensitivity. As we would like to develop a longstanding relationship with you we will hold your information for up to 80 years.

Your Rights- Access to your information and correction

You have a right to request copies of the data that we hold about you. If you would like a copy of some or all of your personal information, please contact us at gayhurstalumni@outlook.com You also have the right to ask the GHA to stop processing your personal data. If you request that the GHA stop processing your data, we will remove personal data with the following exceptions:

- your name and years of entry and leaving alongside your request to remove your data. We will retain this information to prevent you from being inadvertently contacted in the future.
- information needed to comply with statutory requirements, but only for as long as those statutory requirements specify (e.g. Gift Aid declarations)

The GHA wants to make sure that your personal information is accurate and up to date. Periodically, we will ask you to confirm your contact details and communication preferences. You can change your communication preferences at any time by completing the form on the GHA data capture form on the Gayhurst School website at gayhurstalumni@outlook.com

Complaints

Should you wish to make a complaint you can do so by contacting the Chair of the GHA, Craig Phillips at gayhurstalumni@outlook.com He will aim to reply to your complaint within 14 days of receipt.

Privacy Notice

We may amend this Privacy Notice from time to time. Any significant changes to this Notice or to the way we treat your data will be communicated by the GHA contacting you directly.

How to Contact us

If you have any questions regarding our privacy policy or information we hold about you, please contact us at gayhurstalumni@outlook.com