

Alumni (Old Roburians) Privacy Notice



Respect for the privacy and security of your data is of great importance to the Alumni Team at The Grange School.

All personal data is held and processed in accordance with the General Data Protection Act 2018 (GDPR).

This notice specifically relates to personal data processed by the Alumni team and departments engaging with former pupils, former staff and former parents through the central alumni database. This notice should be read in conjunction with the School's Data Protection Policy and School Records Management Policy.

In brief this privacy notice explains:

- The data we hold about you, why we use your data to provide the best experience possible as a former pupil, member of staff and former parent, as well as keeping a permanent record of your time at The Grange School.
- Your rights regarding the data we hold about you
- When your data is shared
- That we may send you content that is interesting or relevant about the work of the School or how you can help students, but we will stop contacting you if you ask us to.

What data do we collect and for what purpose do we use it?

“All personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject.” (Article 5 (1) (a) of the GDPR.)

We retain information about you, like your name, email address, and postal address and year of leaving the school when you leave to continue to celebrate our School's history. In some circumstances we may also search for information about you from third parties to help us understand how we can provide the best experience for you as an alumnus and how to best connect with you.

This information includes your updated contact details where they're available.

We only search for information you have made publicly available. You can opt out of receiving information about us at any time, and if you'd rather we didn't use third party information about you just let us know by contacting gdp@grange.org.uk.

The data the alumni team may process could include:

- Your title, name (including former name), gender and date of birth
- Your year of study
- Your contact information including address, telephone number, email and social media details
- Your business details including positions, organisation, professional memberships and qualifications

Alumni (Old Roburians) Privacy Notice



- Events you have been invited to and whether or not you responded or attended
- Information contained within your student record
- Any other information you have provided us with

Other than the information contained within your student record, the majority of information listed above is only available to us if you have chosen to share it with us, for example by being interviewed for an article or profile or by linking a social media account with your profile.

How we use the data we collect about you

We will use your data to help us maintain an engaged alumni community.

We use your contact information to send you information about the School, invitations to events, invitations to mentor or support students or other alumni, careers information or postgraduate courses you may be interested in.

We will only process your personal data to send you this information if we have carried out a legitimate interest assessment, or in other cases gained specific consent from you to do this.

We may also process personal data for the following purposes:

- To register you to attend an event
- To process and organise any mentoring, volunteering or speaking activity you have agreed to undertake for us
- To keep a record of communications between you and us

Under the GDPR, we have to meet one of the conditions set out in Article 6 for processing your data. We use the information we collect only in compliance with this privacy notice. In some cases, we may be obliged to process your data for statutory and contractual purposes.

Communications to you may be sent by post, telephone or electronic means (usually email), depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive. If you provide us with contact details for a particular method of communication we will assume you have given us your consent for us to update your record and communicate with you using this information, unless you have told us otherwise.

Why we process your data

Processing justified by legitimate interests

We process your personal data in connection with our own internal reporting and analysis because we believe it is necessary for our legitimate organisational interest as specified in the GDPR in Article 6. By using your data in this way we are creating an

Alumni (Old Roburians) Privacy Notice



alumni network that advances the aims of the School and alumni, increase opportunities for alumni to develop in their careers, in subject knowledge and skills and as contributing members of society. When we process your information we conduct a legitimate interest assessment to ensure that this processing isn't overridden by your rights or interests.

To opt out of this processing, please email on gdpr@grange.org.uk.

We also process data in carrying out a task in the public interest and in the exercise of our official authority. We always handle your personal data securely and minimise its use and your interests are not overridden by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data.

What happens if you do not provide data?

You are not required to provide personal data to us yourself – there is no statutory or contractual requirement for you to provide us with any personal information. Data is migrated to our Alumni database when you leave the school via our Student Record information, however should you decide not to provide additional data or update your previous student information we may be less able to provide the services you request at a later date.

Automatic decision making using your data

Your student details automatically transfer to the alumni database when you leave the school. Sometimes we obtain publicly available data about you from third party websites and to ensure our data is as up to date as possible and this may include information about your career. We may process this data to enable us to identify possible opportunities for our students, or target mailings correctly. We may sometimes engage third parties to do this by way of profiling using only publicly available information about you. To opt out of profiling, please email on gdpr@grange.org.uk.

Updating your data

We will update the data we hold on you from time to time. For example, if you provide us with updated details or change your details on social media sites like LinkedIn. We will respond to your request for your information to be updated. We also use targeted internet searches and may search the following websites to maintain the accuracy of the data held about you:

- Companies House and other business-related resources for UK companies
- Company, Government and public service websites
- The King's Honours Lists
- LinkedIn
- Newspaper articles and publications

Alumni (Old Roburians) Privacy Notice



Further processing

When you give us your personal information in connection with attending an event, please note that we may also use this information for internal analysis to determine how successful our events have been or how to better target them in future. We may also use your information to evaluate the success of schemes you have been involved in such as mentoring and ambassadors and to investigate employability opportunities or identify speaking or profile opportunities, amongst others. You can opt out of this processing at any time by contacting gdpr@grange.org.uk.

Who do we share your information with?

We do not share your information with other parties unless there is a legal or statutory requirement to do so. We may disclose your data to service providers who render services to us or you on our behalf, for example mailing houses (all of which are contractually obligated to act only on our instructions and in accordance with applicable laws, including GDPR). The Grange School currently uses an Alumni Database service provided by The Access Group called ThankQ. In addition, we also use Mailchimp for emailing. We may disclose your information if required by law or to enforce our legal rights.

How do we keep your information safe?

We will not sell your personal data to third parties under any circumstances and we do not permit third parties to sell on the data we have shared with them.

The data we hold about you is stored in secure, password protected systems, and can only be accessed by School staff working on alumni or stakeholder tasks.

As part of our service to you, we facilitate communications between individual alumni, but by doing this we do not release personal contact details without prior permission.

How long do you keep my information?

We will retain your data indefinitely in support of your lifelong relationship with the School, or until you request us to do otherwise. We remove or delete some information when it is replaced with updated information.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in the future. We may also need to retain some financial records about you for statutory purposes if you have donated money to the School (anti-fraud and accounting matters).

Our current Retention Policy states how long we will keep your data for. Please refer to our data retention policy for timescales which is available on our website at https://www.grange.org.uk/our_policies-and_privacy_notices.

Alumni (Old Roburians) Privacy Notice



Your rights

You have the right to access and be informed what personal data the School holds about you and what it is used for by emailing at gdpr@grange.org.uk. 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 via the School website or via email where we have your email address. You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns>.

Contact details

Should you wish to contact anyone regarding your personal data or if you have any concerns about the use or processing of your data, please contact:

Stephen Gauller, Chief Operating Officer and Data Protection Officer via
gdpr@grange.org.uk