

## Alumni Privacy Notice

### Who we are

The Stephen Perse Foundation Alumni Office exists to maintain and grow a lifelong relationship between the Stephen Perse Foundation (the **Foundation**) and its alumni, who include past students, past parents, current parents and former staff. It aims to foster support for and pride in all that the Foundation seeks to achieve and the personal achievements of the Foundation's alumni who are an inspiration to our students. The Alumni Office is a department of the Foundation that has responsibility for alumni relations, events and fundraising and charitable giving to the Foundation.

This privacy notice explains how we manage and use your data to enable us to keep you informed about, and provide opportunities for you to continue to be involved in the life and activities of the Foundation. This includes providing you with services you have requested, for administration purposes and to further our charitable and educational aims including fundraising, non-financial support (such as giving talks to and providing careers advice to students), general alumni communications and event notices. This notice also explains how you can control the way in which we use that data and what actions you can take if you would like to change the way in which your data is being used.

This privacy notice is supplementary to the Foundation's Privacy Notices for parents and pupils (as amended or updated from time to time) and applies specifically to information held about alumni.

### How we gather information

We are committed to ensuring that we communicate with you in the way that you want us to and that we do so securely. Most information that we hold will have been obtained directly from you - for example, when you make enquiries about becoming a member of our alumni community, making donations, filling in forms, booking events, through our Alumni Ambassadors and, depending on your privacy settings and interaction with us, via social media sites such as Facebook and LinkedIn. The data may include:

- Biographical information, including your name, gender and date of birth
- Your contact details and communication preferences
- Your education history
- Your professional activities and employment
- Your interests
- Your family details
- Information you have shared on social media
- Your relationships with other Foundation alumni
- Your donation history and Gift Aid declaration (if required)
- Records of communications and interactions we have had with you
- Your attendance at Foundation events

- Case studies and photographs (for which your permission will always be sought)

We do not collect or store any credit/debit card details.

In some cases, we may supplement the information you have given us with data from elsewhere. Examples include adding demographic data to our alumni information and improving or correcting contact details. Sources of data could include information gathered from a news article, online media or publicly available directories.

We do this so that our communications with our alumni are informed and up-to-date. We tailor our approaches to ensure that our communication with you is appropriate and tailored to individual interests, and will not cause offence.

### **What we do with your data**

The personal details held about you will be used only by the Foundation to send you newsletters and information on activities, events and fundraising appeals, which we think will be of interest to you and which you have said you would like to receive. We will update and correct your data when you ask us to.

We may use your data to do the following:

- General administration (for example, events management, processing of donations, internal record keeping);
- Seeking non-financial support (for example, assisting in educational and careers events such as mock interviews, Inspire and Guide events, Speech Days);
- Enable alumni Year Group Representatives to discharge their duties as volunteer helpers for the Alumni Office.

Should you wish to limit or object to any such use, or would like further information, please contact Melissa Santiago-Val, the Foundation's Alumni Relations Officer, in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the Foundation may need nonetheless to retain some of your details (not least to ensure that no more communications are sent to a particular address, email or telephone number, or to you at all).

### **Protecting your data**

Data is kept secure on our database with appropriate security measures in place.

We may pass data to external organisations, acting as agents on the Foundation's behalf, to provide specific services to us. An example would be providing data to a mail house in order to send out the newsletter. A contract is always in place with our agents, and they are not allowed to do anything with your data other than what we have requested. The data is always deleted once the specific task is completed.

We do not sell to or swap any of our data with third party organisations and do not permit our agents to provide our data to third parties.

### **How long do we keep your data**

We will keep your data for as long as is needed to complete the task for which it was collected. Relationships between alumni and a school are often long term ones, and so we expect to keep your data for as long as that relationship exists.

### **Our Responsibilities**

The law requires us to tell you the legal basis upon which we process your data.

The majority of activities are carried out because you have asked us to - for example, when you join the Foundation's alumni community, you confirm that you wish to receive newsletters or be informed of alumni or Foundation events. Some activities are carried out to fulfil an agreement - for example, to process a donation.

The law also allows us to process your data if it is in our legitimate interest to do so. We may only do so if we can demonstrate a business need, and so long as your 'interests or your fundamental rights and freedoms are not overridden'. Practically speaking this means that we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in our Privacy Notice.

The Foundation will not share your data with third parties except as set out above and where required to do so by law. For example, if you Gift Aid a donation, then we are required to tell HMRC the name and postcode of the donor and the date and amount of the donation.

### **Your Rights**

You have a variety of rights about the way we process your data. These are as follows:

- You may request copies of the data we hold about you.
- If we are carrying out research, you can ask us not to do so.
- You can request to change your communications preferences with us at any time.
- You may request that we change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so.
- If you are not satisfied with the way we have processed your data, then you can complain to the Information Commissioner's Office.

If you request that we 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).

### **Future changes**

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 Foundation website or by contacting you directly.

### **Contacting Us**

If you have any questions about this Privacy Notice, the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, please contact us using the form on our website: [www.stephenperse.com](http://www.stephenperse.com) or email:

Melissa Santiago-Val, Alumni Relations Officer  
[mmsv@stephenperse.com](mailto:mmsv@stephenperse.com)

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