



Privacy notice for alumni, friends and supporters

The privacy of personal data of our alumni, friends and supporters is important to Pate's Grammar School. This notice specifically relates to personal data processed by the Development Office in its work to build a more vibrant, engaged community. The Development Office at Pate's has responsibility for alumni relations, events, and fundraising and charitable giving to the School. The Office works in accordance with the School's Data Protection Policy. In addition, the following notice sets out how the Development Office uses your data.

We are committed at every level to making sure that our communications with you are considered and welcome. All personal data is held and processed in accordance with the Data Protection Act 1998, the School's Data Protection Policy which can be found in the xxxx section of the School's website.

Any personal data is stored securely, with access restricted to authorised personnel only. Most information that we hold will have been obtained directly from you or from archived records of your time at the school.

Personal data held and processed by the Development Office 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 extra-curricular activities when you were at school

Your volunteering activity for the School including alumni volunteering

Your relationships with other Pate's alumni

Your donation history

Records of communications and interactions we have had with you

Your attendance at School events

Please note that we do not collect or store any credit/debit card details.

This data is used by the School to support a full range of activities for our alumni and friends and to ensure that the ways in which we communicate with you, such as sending out School publications, inviting you to events, or advising you about our alumni benefits and fundraising priorities, are relevant and adhere to your chosen communication preferences.

Here are some further examples of our activities for which we may use your personal data:

General administration (e.g. event management, processing of donations, internal record keeping);

Seeking non-financial support (e.g. careers advice to students, sharing of expertise);

Data will not be disclosed to external organisations other than those acting as agents for the School with whom the School has data sharing agreements. The School does not sell or swap any of its data to third party organisations and does not permit its agents to provide its data to third parties.

The School is committed to holding this data securely and treating it with sensitivity. Data will only be held for as long as it is necessary for the above purposes as outlined in our records retention schedule.

You have a right to request copies of the data that we hold about you and to ask us to stop processing your personal data. 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)

Our communications are by phone, email and post in order to achieve our role in the most cost effective way. You can change your communication preferences at any time by post (Development Office, Pate's Grammar School, Princess Elizabeth Way, Cheltenham, GL51 0HG), email (alumni@patesgs.org) or telephone (01242 538283).

Date: April 2018

Date of next review: June 2018