

ST MARGARET'S

SCHOOL

Alumnae Privacy Notice

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1. Purpose of this policy

St Margaret's School, Merry Hill Road, Bushey, Hertfordshire. WD23 1DT exists to maintain and grow a lifelong, mutually beneficial relationship between the School and its alumni.

This privacy policy sets out how we manage and use your data to enable us to keep you informed about the School, and provide opportunities for you to continue to be involved in the life and activities of the School. This includes providing you with services you have requested, for administration purposes, educational aims including volunteering, running events, newsletter, and other activities. Your data is stored securely and in accordance with the General Data Protection Regulation. We never sell your information to third parties.

This privacy policy is supplementary to the School's Privacy Policy and applies specifically to information held about alumni, of St Margaret's School.

2. Our lawful basis for processing

Article 6 of the General Data Protection Regulation (GDPR): Lawful basis for holding and processing data.

- To fulfil the School's legitimate interest, the School processes data:
- In order to ensure that alumni remain informed about the School and have information on opportunities to engage or re-engage with the School
- In order to further the School's educational aims, which include volunteering, running events and newsletters

To pursue this interest, we may contact you by email, mail and phone.

The basis of legitimate interest is used only where it has not been overridden by the interests and rights or freedoms of the individuals.

You may opt out of receiving our communications at any time by contacting us through our [Contact Us](#) form on our website.

We may process data on the basis of consent where consent has been given.

3. What data is stored and processed by us

When you leave the school, your name, basic biographical information and contact details from the School student system are used to create a record for you on the Alumni Database.

We update our records when you enquire about our services, register for activities, or provide us with your updated information through our [Contact Us](#) form on our website.

This information may include:

- Biographic information including names, titles, gender, date of birth, contact details
- Education history from your time at St Margaret's
- Employment details,
- Current social and recreational interests
- Partner/Spouse, family and other relationships
- Records of communications with and from the School
- Registration, booking details and attendance at events and for volunteering opportunities
- Communication preferences

We aim to keep your data up to date and accurate and we welcome any updates to your details you may wish to provide.

4. Data collected by our websites and emails

The School website automatically collects standard information, including your IP address, browser type, operating system and access times when you visit our websites.

We may use cookies to monitor visitor traffic and to customise web page content based on your browser type, IP address or other anonymous information. Cookies are text files that identify your computer to our server; cookies in themselves do not identify the individual user, just the computer used.

Our website uses Google Analytics to analyse how users use the site. The link below contains information about Google Analytics and gives information on how you can opt out.

[Google Analytics - Safeguarding your data](#)

We may display links to external websites and services, these sites are not controlled by the School and we cannot be held responsible for the content or accuracy of these external links.

To help monitor and improve our communications we can track when an email we send is opened and how many links are clicked within the message. We may use this information to personalise the way our websites and emails are presented to you and improve the content of our communications.

5. Why and how we use your data

We use your information to keep you informed about the School, and to provide opportunities for you to continue to be involved in the life and activities of the School. This includes providing you with services you have requested, for administration purposes, and to further our educational aims including volunteering, event invitations and newsletters.

We want to send you timely, relevant and appropriate messages via mail, email and telephone.

6. Who is it shared with

We never pass information to third parties except in the following cases:

- We may use external service providers as data processors/agents on our behalf, to help provide benefits and services. These include email services to send emails and newsletters, mailing houses to send out postal letters and magazines. We always make sure there are appropriate controls in place regarding how they handle your data and to ensure they never use the data for non-School purposes.
- We may need to disclose your information if required to by law
- If we have obtained your permission to do so

We may use external service providers based in countries or jurisdictions outside of the UK. These countries may not provide the same level of data protection as the UK. If we do use these services, we will put appropriate controls in place to ensure your information is protected.

We will never sell your information to a third party.

7. Future changes

From time to time, we may use your information for new, unanticipated uses not previously disclosed in our privacy policy. If our information practices change at some time in the future, we will communicate this with by email, mail, or telephone.

If you are concerned about how your information is used, you should check [this page](#) periodically. We will only use data collected from the time of the policy change onwards for these new purposes.

8. Your rights

You may opt out of receiving our communications at any time by through our [Contact Us](#) form on our website.

Should you object to the holding of your data by St Margaret's Bushy, the use of your data for any or all of the above purposes, want to complain about something we have done, to amend the type of communications you receive or the way in which St Margaret's Bushy, contacts you, please contact us at alumni@smbushey.com

You have the right to request a copy of the personal information St Margaret's bushy holds about you and to have any inaccuracies corrected. Upon such a request we will provide you with access to all the information we maintain about you subject to the conditions of the General Data Protection Regulation. Please request this service by writing to us via the addresses below:

alumni@smbushey.com

St Margaret's School

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