

Author:

- contacted us by telephone
- registered to attend an alumni-related event
- posted or responded to a social media post

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We will collect and process personal data about you.

The data we may process includes:

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Our Foundation has been running since 2007. Whilst we do not actively fundraise, we are most grateful to those Alumni who wish to donate funds for life-changing bursaries to enable pupils who

The School may provide organisers with details of alumni from a selected year group and/or House, as requested by the organiser. Details provided include first name and surname (as it appears on the alumni database), years at School and House. No contact details are given out, as the School will always facilitate the initial contact between alumni.

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To mitigate the impact on the data subject (pupil or staff member), personal records will be closed to public access for 100 years. If you wish to access your own record, a system of screening will be in place so that you only view your personal data.

Protocols are in place to prevent unauthorised access to closed records, for example, we hold a password-protected database and access to the archive store is restricted to key holders.

In relation to archive enquiries, contact details will only be kept as long as the archivist can prove legitimate interest, for example, the need to go back to an enquirer should additional information be uncovered at a later date.

We facilitate communications between individual alumni, but in doing so we do not release personal contact details without gaining permission first.

We will not sell or share your data with third parties for their commercial purposes. We never use our alumni database to ask for money for bursaries or capital projects. It is our policy to not advertise other charities or initiatives, including Bromsgrovians who are raising money for projects of a charitable nature. We shall never send your personal information out to wealth data companies and we shall not use your information telephone campaigns or appeals unless we have sought your specific permission in advance. Direct asks will never be made at our events unless we tell you about the objective in advance.

We will communicate with you by email, post, SMS, social media and telephone to pursue the purposes mentioned above. In particular, we regularly communicate with people for the following purposes:

- share news about the School and our alumni
- invite you to events and reunions
- invite you to volunteer for the School, particularly in relation to events and the careers department
- ask if you are willing to offer advice and guidance to current or former pupils and give support to them during their time at School and in their career.

We will only contact you for the above purposes where we are allowed to do so under data protection law (for example, we will usually need your consent before sending you an email about a fundraising opportunity). If you tell us that you do not want to be contacted for any of these purposes then we will of course respect that.

We will keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes, for example, if we consider the information might be useful if someone wanted to write a book about the School.

We will also keep information for a long time as part of our wider legal and regulatory obligations,

We must also comply with an additional condition where we process special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Our bases for processing special personal information will depend on the circumstances:

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To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

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The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

These two conditions may also apply if we ever need to process information about criminal convictions and offences.

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As a member of the School and part of the alumni community, we value the lifelong relationship that this nurtures. Generally speaking, the School will look to retain alumni personal data until the individual asks us to remove it from our records.

If you decide that you no longer wish to receive communications from the School, please be aware that we still need to retain a minimal amount of personal data so that we can keep a record that you have asked us not to contact you.

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From 25 May 2018, data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- **) : K : KFE** if information the School holds about you is incorrect you can ask us to correct it.
- **::** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request (SAR). We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- **CKFE**: you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.
- **FIK CK** you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is consent or contract (please see "Our legal bases for using your information" above); and (c) the information is being processed by us on computer.
- **) N : KFE** our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **A : K** you may object to us using your information where:
 - we are using it for direct marketing purposes (e.g. to send you the School and Alumni magazines);
 - the legal basis on which we are relying is either legitimate interests or performance

