

THE GORDON FOUNDATION

Privacy Notice (How we use alumni information)

WHO WE ARE

In this notice the words 'alumni', and 'Gordonians', refers to those who have been students at this School. The School being Gordon's School; The Gordon Boys School and The Gordon Boys Home. The Gordon's Foundation is an independent charitable trust that is committed to supporting and fulfilling the original aims for which the School was set up.

THE CATEGORIES OF ALUMNI INFORMATION THAT WE COLLECT, PROCESS, HOLD, SHARE INCLUDE:

- personal information (such as name, address, school roll number, email and telephone number, date of birth) (Mandatory)
- information about your financial transactions including subscriptions, donations, ticket and merchandise purchases (Mandatory)
- school information (School starting and leaving years, House, activities, teams and awards)
- post-School studies, qualifications and occupation (profession, employer, role, business address)
- details of your personal interests (activities and volunteering preferences)
- details of other family members who have attended the School
- communications and contact you have with us;
- technical information, including your login information and usage of the website,
- information about your attendance at events or the School

WHY WE COLLECT AND USE THIS INFORMATION

We use alumni data to deliver our alumni services (newsletters, subscriptions, online access, event invitations and bookings, merchandise purchases); to communicate with you and provide information that may be of interest to you as a past student of the School.

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

Minimal mandatory data will be processed for the purposes of maintaining an accurate record of those who were educated at Gordon's School, maintaining the security of our online service and to manage the delivery of our alumni services (legitimate interest)

Should you give consent, the additional voluntary data detailed above will be used to tailor our communications with you and to enable us to offer more specific services (event invitations, news, volunteering opportunities). We may inform you of fundraising campaigns and activities at the School.

COLLECTING THIS INFORMATION

The minimum required information we hold is mandatory to secure our alumni service. The remaining information is voluntarily provided and you have a choice in providing this.

Routine contact with alumni will be via email provided we have your consent. Postal communications will be limited, however, you can request to receive written communications only by contacting the Gordonian Office (01276 859733).

STORING THIS INFORMATION

The retention period for alumni data will be unlimited as long as The Foundation believes it has a relationship to serve with the alumni. Financial and transactional information will be held for 15 years only.

WHO WE SHARE THIS INFORMATION WITH

The Foundation will routinely share this information with our IT system provider and The Foundation's IT contractor.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer, Josephine Boorman, at jboorman@gordons.surrey.sch.uk

You have the right to withdraw your consent to data processing at any time; however, this will only apply to certain groups of data for which you have given particular consent.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Josephine Boorman, Data Protection Officer, at jboorman@gordons.surrey.sch.uk

May 2018