



ST ALOYSIUS' COLLEGE

St Aloysius' College

Development & Alumni Relations Privacy Statement

ICO Registration Number: Z7328006

Charity Number: SC042545

This document sets out to explain why we retain your information and how we manage, store and protect it.

Staying in touch with you

We aim to build links with our global community of Aloysians and offer a range of business and social events, as well as ways to update you about the College today. Your involvement in the College can help provide opportunities for current pupils through our Careers Service, public speaking at College events, rekindling friendships at reunions, supporting bursaries through philanthropic gifts for future generations or providing corporate sponsorship to the College.

1. Why we collect your information

Through better understanding of our Aloysian community, we can tailor our communications and events to be more relevant for you depending on your chosen communication preferences, where you live, your occupation or if you are retired. Some examples of why we process your data and may contact you are as follows:

- a) To carry out the charitable purposes of the College in support of Bursaries and other projects for the College community
- b) To invite you to meetings, events or reunions
- c) To keep you updated on College news through publications or e-newsletters
- d) To ask for your help as a mentor or volunteer e.g., for reunions, events or for our Careers Office
- e) To ensure we meet requirements in terms of record-keeping, e.g., Gift Aid Declarations
- f) To seek your opinion via surveys

2. How we collect your information

From 2018, we will ask our S6 Leavers to complete an online Valete Form at the point of leaving.

You provided your data to us when you:

- updated your details online or made a gift via the College web site
- completed and returned forms such as Update Your Details forms, Gift forms and Gift Aid Declarations
- communicated with the Development & Alumni Relations Office
- registered to attend an Event or Reunion via the Development & Alumni Relations Office

Publicly Available Information

We may collect information from third party sources such as newspapers, social media, company registers, public bodies and the internet.

3. Storage, Disclosure and Use of your information

All personal data is stored and processed in accordance with St Aloysius' College's Data Protection Policy and relevant data protection legislation, including the Data Protection Act 1998, the EU General Data Protection Regulation ((EU) 2016/679) and any updated legislation applicable within the UK. Personal data that we collect will be stored within the European Economic Area. Only authorised personnel within the College will be able to access the information we hold on you.

The security of your data is important. We will never sell your data. We will also never share your data with anyone to use for their own purposes unless disclosure is permitted or required by law.

Your information will not be disclosed to third parties other than those carrying out work on our behalf, such as mailing companies, (e.g., Commands), who have proved their commitment to the same level of protection of your data. Any

transfers of data will be done securely and in accordance with best practice and in compliance with the relevant data protection legislation.

To assist with the organisation of an event we may pass names and College final class year to the event organiser, and this may include alumni volunteers. Only your name and class year details will be passed on, no personal contact details will be shared unless we sought your permission to do so.

4. Information we collect about you may include:

- a) Your contact details and communication preferences
- b) Biographical information including your name, gender and date of birth
- c) Your class years at the College and further study if you have told us
- d) Your employment details, such as occupation and professional associations
- e) Your interests and extra-curricular activities at the College and after
- f) Your volunteering activity at the College and after
- g) Your family and partner/spousal details
- h) Your relationships with fellow Old Aloysians and friends
- i) Information you have publicly shared on social media, such as LinkedIn
- j) Your attendance at College reunions or events
- k) Correspondence we have sent to you, such as publications, e-newsletters, appeals asking for your support, or if we have received communication from you
- l) Retaining information about your gift if you have donated to the College. This helps us manage your donation, e.g., if you are giving by direct debit or you have signed a Gift Aid Declaration. Please note that we do not store any credit/debit card details.
- m) Your communications preferences if you have shared them with us, or if you have told us you do not wish further contact from the College.
- n) Information we source about you from recognised third parties, such as the Post Office's National Change of Address database to ensure we have the most up-to-date information.
- o) Publicly available information about you if we believe you could have an interest in supporting the College at a higher level as a major donor. This enables us to better understand you as our supporter and make appropriate requests for support.
- p) Monitoring the impact of our communications via digital tools, such as email tracking to record when an email is opened via NetCommunity, which is the web-based platform for our database.
- q) As a charity, we may have to carry out due diligence regarding major gifts made to the College. This may involve obtaining and recording your personal information from publicly available information (as per Section 2).

5. How we will communicate with you

We aim to ensure that our communications with you are relevant and secure. Communications may be sent by post, or electronic means or we may phone you, depending on the preferences you have indicated.

If you wish to alter how you receive communications or you wish to stop receiving communications altogether, you can change your preferences by contacting us at the details in Section 7.

6. Your Rights

We wish to build lasting relationships with our alumni community, which can be 'from the cradle to the grave' and will retain at least minimal information of your name, date of birth and class years. However, we appreciate that some members of our community may wish to restrict data processing or prefer not to be contacted by the College, in which case, please let us know. Please note that this minimal information is always retained but is suppressed in our records to ensure that you are not contacted inadvertently, e.g., invited to a Class Reunion.

You can amend the information we hold about you, or your communication preferences, at any time by contacting us directly – see Section 7 for contact details.

We will publish any changes we make to this data protection policy on our website. You have the right to access the personal data which the College holds about you. This is called a Subject Access Request.

7. Contacting Us

Our team in the Development & Alumni Relations Office at the College are happy to answer any questions you may have about how your information is looked after and used. You can contact them as follows:

Email: alumni@stalloysius.org.uk

Tel: 0141-331-9274

Post: Development & Alumni Relations Office, 45 Hill Street, Glasgow, G3 6RJ

You may wish to contact our Data Compliance Lead: data@stalloysius.org who is also available on 0141-332-3190 and at the above address. Alternatively, you may wish to contact the Information Commissioner's Office at: <https://ico.org.uk/>

Policy Owner: Director of Development and Alumni Relations, Caroline Notman

Version 1 Policy Updated: May 2018

Policy Reviewed by Lawyers: May 2018

Policy Reviewed by Audit Risk and Governance Committee: May 2018

This policy will be annually reviewed by: Director of Development and Alumni Relations,