

## OGA Privacy Statement

Our alumnae are incredibly important to us. The Old Girls Association at GHS is here to keep alumnae up to date with what is going on, and to engage you with benefits, events, reunions and volunteering opportunities. However you choose to help, we will always respect your rights and choices. We promise to respect any personal data you share with us, and keep it safe. We aim to be clear when we collect your personal information, and not do anything you would not reasonably expect.

Here we tell you what we will, and will not do, with your personal data. If you have any questions about our privacy statement then please do contact a member of the team who will be happy to talk you through it. Our contact details are:

Old Girls Association  
Guildford High School  
London Road  
Guildford  
GU1 1SJ

Tel: 01483 561 440

Email: [oldgirls@guildfordhigh.co.uk](mailto:oldgirls@guildfordhigh.co.uk)

### Our duty

In carrying out our day-to-day activities we process and store personal information relating to our alumnae. We are therefore required to adhere to the requirements of the General Data Protection Regulation and associated Data Protection laws. We take our responsibilities under these regulations very seriously and ensure the personal information we obtain is held, used, transferred and processed in accordance with the regulations.

### How we collect information on you

The information we gather allows us to provide the best possible tailored experience for our alumnae, enabling us to tailor event invitations and news that are of specific interest to you. We gather personal information from you via our *Consent to Contact Form* if completed and sent to the Old Girls Association. Any further information sent via email communication to [oldgirls@guildfordhigh.co.uk](mailto:oldgirls@guildfordhigh.co.uk) will also be collected.

We use third parties to process data on our behalf to support our activities. This might include producing artwork for the newsletter, processing contact details/OGA requests through our website form, event registrations and ticketing. We may also receive information about you from other sources, which include publically available data such as LinkedIn. Please see the 'How we will use your personal information' section below for more details.

### **How we will use your personal information?**

We may use your information for a number of purposes including the following:

- To provide you with information about our work or our activities that you've requested. This might include sending you e-newsletters, printed newsletters to your home address, invitations to events and volunteering opportunities
- To ask you for your permission to use the story of your experience with GHS to promote our work
- For internal record keeping, including the management of any feedback or complaints
- To keep your records as up to date as possible. To help us do this we may use publicly available sources for example, LinkedIn. Please see the 'Keeping your information up-to-date' section below for more details on how you can let us know if your contact details change.

If you do not wish your data to be used in any of the ways listed above or have questions about this, you have the choice to change your privacy options and can notify us using the contact details at the top of this page. If you are unsure and have further queries on how we might use your data, please get in touch and we will be happy to answer your questions.

### **Who has access to your personal information?**

Your personal information is stored on our internal database which is password protected and access is limited to GHS Old Girls Association staff, some departments across GHS and trusted subcontracted parties.

We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to send out mailings). When we use third party service providers, we only disclose information necessary to deliver that service and there will always be a contract in place to ensure your information is kept secure. We will not share or sell your data to third parties to use for their own purposes unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

### **How we keep your personal information secure?**

We ensure that there are appropriate technical controls in place to protect your personal details; for example our online forms are always encrypted and our network is protected and routinely monitored.

We use a secure server when you enter into any money transaction from our website. We also take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff and contractors.

### **How long will we hold your personal information for?**

GHS Old Girls Association considers its relationship with alumnae to be life-long. However, if any time you want to review or stop entirely the communications we send to you, please contact the Old Girls Association on the contact details above.

### **Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about our events and activities, then please let us know at any time by contacting the Old Girls Association on the contact details above.

We will not contact you for marketing purposes by post, email, and phone or text message if you have told us you do not want to hear from us by any of those channels.

If you unsubscribe from communications from us, from any or all of the communication channels mentioned above, we will update our records to stop further communication as quickly as we can. Due to some communications already being in progress at the point you opt out, please be aware that it can take up to 6 weeks for your preferences to be fully implemented.

We will only ever share your data in other circumstances if we have your explicit and informed consent.

### **Data deletion**

If you choose to opt out of receiving our communications, your data will be deleted from the database entirely.

### **Keeping your information up-to-date**

The accuracy of your information is important to us. You can update your information with us, including your address and contact details at any time. If you would like to change your preferences or update the details we hold about you, please contact the Old Girls Association on the contact details above.

### **Your rights**

You have the right to:

- request a copy of the information we hold about you
- update or amend the information we hold about you if it is wrong
- change your communication preferences at any time
- ask us to remove your personal information from our records
- object to the processing of your information for marketing purposes
- raise a concern or complaint about the way in which your information is being used
- If you wish to talk through anything in our privacy statement, find out more about your rights, or obtain a copy of the information we hold about you, please contact the Old Girls Association who will be happy to help

### **Complaints, compliments or comments**

If you are unhappy with your experience of the Old Girls Association, with something that we have done or failed to do, we want to know about it. We also welcome your views on what we do well. Your comments enable us to learn and continuously improve our services. If you would like to make a complaint, compliment or comment then please get in touch with the Old Girls Association on the contact details above.

### **Changes to our Privacy Statement**

We may change this OGA Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

### **Responsibility for Data Protection**

The data controller for personal information held by Guildford High School is United Church Schools Trust (UCST). UCST is registered with the Information Commissioner's Office (ICO). The registration number is Z533407X.

The Company Secretary, Steve Whiffen, is responsible for ensuring that UCST complies with the General Data Protection Regulation (GDPR). He can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

Guildford High School is responsible for ensuring that the School complies with UCST's policies and procedures in relation to Data Protection. The person to contact is Rosana Vilaplana, MIS Manager, who can be contacted on 01483 561440 or via email [rosana.vilaplana@guildfordhigh.co.uk](mailto:rosana.vilaplana@guildfordhigh.co.uk)