

# Queen's Gate School Alumnae Database and Network

## Data Protection Policy

This statement sets out who we are, what we do with your data and how you can update your information and preferences and your rights under the Data Protection Act 1998.

### Our purpose

Queen's Gate School's External Relations team holds an alumnae database and offers an alumnae network which exist to maintain and manage the ongoing relationship between the School and its alumnae. We will contact you for the following purposes:

- to offer email and/or postal updates on the School and External Relations activity, including newsletters, alumnae magazines and event invitations
- to promote benefits and services on offer to Queen's Gate alumnae
- to promote career information relevant to Queen's Gate alumnae
- to invite you to participate or 'give back' online or at the School through alumnae profiles, guest speaking, student support (mentoring, placements etc.)
- to promote Queen's Gate School fundraising activities

### Your data

To enable the School to maintain accurate records of leaving students and to enable us to report on and engage our alumnae, we hold the following information on our secure database:

- core student data including name, date of birth, years at the school, contact details as at time of leaving the School
- destination on leaving school and employment information including job title and company
- details updated via the Alumnae Network or by email/post including contact details and preferences, relationships with family and other alumnae, interests and qualifications
- insight data from other sources for the purposes of data cleansing, intelligence and analytics

The data will not be disclosed to external organisations other than those acting as agents for the School, for example mailing houses for the mailing of alumnae publications

Queen's Gate School stores photographic images taken at our events, and we use these in our marketing materials. Please contact us at [alumnae@queensgate.org.uk](mailto:alumnae@queensgate.org.uk) if you would prefer that any images you appear in, are not used

You have the right to request personal data held about you under section 7 of the Data Protection Act 1998. To make a request email [alumnae@queensgate.org.uk](mailto:alumnae@queensgate.org.uk)

### Updating your information

To update your information with us via the Alumnae Network, you will need to be registered on the site.

If you wish to update any of the information that is held about you on the Queen's Gate School alumnae database, but do not wish to register online with the Alumnae Network, please e-mail your request to [alumnae@queensgate.org.uk](mailto:alumnae@queensgate.org.uk)

To update your contact preferences, please email [alumnae@queensgate.org.uk](mailto:alumnae@queensgate.org.uk)

Under the Data Protection Act 1998, you have the right to remove your details from our contact lists. To do this, please email your request to [alumnae@queensgate.org.uk](mailto:alumnae@queensgate.org.uk)

Your details will be removed within one month of receiving a written request from you.