



Queen's Gate School

Privacy notice for alumnae, friends and supporters

The privacy and data security of our alumnae, friends and supporters is important to Queen's Gate School. This notice specifically relates to personal data processed by the External Relations Department in its work to build a more vibrant, engaged community. The External Relations Department is a department of Queen's Gate School that has responsibility for alumnae and supporter relations, events, and fundraising and charitable giving to the School. The Office works in accordance with its **Data Protection Policy**. In addition, the following notice sets out how the External Relations Department uses your data.

We are committed at every level to making sure that our communications with you are secure, considered and welcome. All personal data is held and processed in accordance with the Data Protection Act 1998, our Data Protection Policy which can be found at http://server3.donorstrategy.com/queens_gate/page/policies and other relevant legislation. Any personal data is stored securely, with access restricted to authorised personnel only. Most information that we hold will have been obtained directly from you, with some from publicly available sources.

Personal data held and processed by the External Relations Department may include:

- Biographical information including your name and date of birth
- Your contact details and communication preferences
- Your education history
- Your clubs and societies affiliations and your other connections with the School
- Your professional activities and employment
- Your interests and extra-curricular activities
- Information you have publicly shared on social media
- Your volunteering activity for the School including alumni volunteering
- Your family and partner/spousal details
- Your relationships with other Queen's Gate alumnae, donors and friends
- Your donation history
- Records of communications and interactions we have had with you
- Your attendance at School events

Please note that we do not collect or store any credit/debit card details.

This data is used by the School to support a full range of activities for our alumnae and friends and to ensure that the ways in which we communicate with you, such as sending out School publications, inviting you to events, or advising you about our alumnae benefits and fundraising priorities, are relevant and adhere to your chosen communication preferences.

Here are some further examples of our activities for which we may use your personal data:

- General administration (e.g. event management, processing of donations, internal record keeping)
- Seeking non-financial support (e.g. careers advice to students, sharing of expertise)
- From time to time to create a profile of your interests, preferences and level of potential donations so that we can contact you in the most appropriate way and with the most relevant information

Data will not be disclosed to external organisations other than those acting as agents for the School such as mailing houses for the mailing of alumnae publications. The School does not sell or swap any of its data to third party organisations and does not permit its agents to provide its data to third parties.

Depending on your privacy settings and interaction with us on social media sites like LinkedIn, Facebook and Twitter, we may also cross-check your data to ensure that it is robust and up to date.

We may use photographs or videos of you for the School's website and social media sites or prospectus to advertise the School. If you have any concerns about the use of photographs and videos please email alumnae@queensgate.org.uk

The School is committed to holding this data securely and treating it with sensitivity. You have a right to request copies of the data that we hold about you and to ask us to stop processing your personal data. If you request that we stop processing your data, we will remove personal data with the following exceptions:

- your name and years of entry and leaving alongside your request to remove your data. We will retain this information to prevent you from being inadvertently contacted in the future.
- information needed to comply with statutory requirements, but only for as long as those statutory requirements specify (e.g. Gift Aid declarations).
- a coded reference may be attributed to you for reporting and accounting purposes concerning any events attended or donations made.

Our communications are by phone, email and post in order to achieve our role in the most cost-effective way. You can change your communication preferences at any time by post (External Relations Department, Queen's Gate School, 131-133 Queen's Gate, SW7 5LE), email (alumnae@queensgate.org.uk) or telephone (020 7584 5673). We may amend this Privacy Notice from time to time. Any significant changes to this Notice or to the way we treat your data will be communicated via the School website or by contacting you directly.