

ST BEGHIAN SOCIETY

DATA PROTECTION PRIVACY POLICY/NOTICE FOR MEMBERS

MARCH 2018

OUR COMMITMENT TO PRIVACY

a. This Privacy Policy/Notice sets out how the St Beghian Society [SBS] ('we', 'us', 'our' being interpreted accordingly) uses and protects the personal information about members ('alumni' 'you', 'your(s)') that we hold. The following Notice sets out how we deal with this data.

b. The most appropriate basis for the Society to operate under the new legislation is styled 'Legitimate Interests'. This gives us the legal flexibility to provide our members with the information they currently receive (see paragraphs c. and e. below). The Society is the Data Controller of this personal data and the Society Secretary is the Data Protection Administrator.

c. The SBS Office in its work to engage with the members has responsibility for alumni relations, for example, keeping members informed of news about the Society and its members, the school, and forthcoming events of interest to the membership. This is normally done by means of the SBS Bulletin (The Old St Beghian), email/post and the Society website.

d. We are committed to ensuring that our communications with members are secure, considered and welcome to them, and that the data we hold is processed in accordance with the Data Protection Act 2018.

e. Please note that communications relating to marketing/fundraising matters will only be sent to members who have opted to receive such information. A separate form ([Word](#) or [PDF](#)) enabling a member to give/withhold their consent for such communications will be sent direct either by post or email for their completion. Please contact the SBS Office if you have not received a form or require one.

PERSONAL INFORMATION

The personal information which we hold usually derives from:

- When you joined the SBS as a member (ie usually on leaving St Bees School).
- If you supply personal information via our website or directly to the SBS Office.
- If you supply personal details when registering for an event.
- Occasionally from publically available sources.

USE OF PERSONAL DATA

Personal data held and processed by the SBS may, for example, include:

- Biographical information including your name, gender and date of birth, family/partner/spousal details.
- Your contact details and preferred means of contact.

- Your education history at St Bees School, for example, your House, years at the school, sporting achievements.
- Other connections with St Bees School.
- Your professional activities and employment.
- Your relationships with other St Bees School alumni, donors and friends.
- Your donation history.
- Processing for general administration purposes, for example, records of communications and interactions we have had with you.
- Your attendance at SBS meetings, functions, and St Bees School events
- We may use photographs or videos of members for the Society's website and social media sites or in documents advertising the SBS or St Bees School.

All data is used by the SBS to support a full range of activities for our members and to ensure that our communications, such as sending out SBS publications, inviting members to events, or advising them about alumni benefits and fundraising activities conform to their chosen communication preferences.

Our communications are by telephone, email and post. Members can change their communication preferences at any time by contacting the SBS by post: The St Beghian Society, St Bees School, Wood Lane, St Bees, Cumbria CA27 0DS; by email: osb@stbeesschool.co.uk; or by telephone: 01946 828093.

DATA ACCESS RIGHTS

- Members have a legal right to request information about the personal data we hold about them, what we use it for, and to whom it may be disclosed.
- Members have the right to ask us to stop processing their personal data. If they request us to remove any or all such data, we will do so with the following exceptions:
 - a. Their name and years at St Bees School.
 - b. Information required to comply with statutory requirements, for example, financial transactions or for tax/accounting purposes.

CHANGES TO OUR PROTECTION POLICY/NOTICE

We may on occasions amend this Notice. Any significant changes to it or to the way we treat your personal data will be communicated via the SBS website or direct contact.

CONTACT

If you have any queries or requests relating to the personal data we hold or how we use it, please write to: The Data Protection Officer, at the SBS postal or email address above.