

Alumni & Development Privacy Statement

Foreword

Our alumni and supporters are extremely important to The Grammar School at Leeds; we have a tremendous history and by working together we can ensure that the school continues to thrive for the benefit of its students and the wider world.

We are investing in our alumni relations by providing publications, events and activities, to build a truly amazing alumni community of which we can all be proud. Therefore, as part of this growing community we want to ensure that you receive the right balance of information from us, and which most importantly suits you. The General Data Protection Regulations (GDPR) came into force in

1. General principles

1.1. The Grammar School at O $80^{\circ} O$

- 3.4. When you interact with us on social media platforms such as Facebook, Twitter or LinkedIn we may obtain some personal information about you. The information we receive will depend on the privacy preferences you have set on each platform.
 - 3.5. We may obtain information about your visit to our website, for example the pages you visit and how you navigate the site, by using cookies. Please see our cookie policy for information on this.
 - 3.6. We always aim to keep your details up to date, and from time to time we will conduct audits to check that the contact details we have for you are correct. We will use tools, such as Royal Mail, to validate any incomplete or inaccurate contact details.
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4. How do we use your personal data?
 - 4.1. The school will use your data in accordance with its legitimate interests or the legitimate interest of another, provided that these are not outweighed by the impact on individuals. When we rely on any legitimate interest, we will undertake a legitimate interest assessment to ensure that we take a balanced approach and have appropriate safeguards in place to protect your rights under Data Protection Laws and to ensure that our processing is in line with your reasonable expectations.
 - 4.2. The school expects that the following uses may fall within its legitimate interests:
 - maintaining a record of school attendees;
 - maintaining records of historical importance for historic interest and research purposes;

5.2. The school may disclose your information to individuals, organisations or other entities outside the school which are acting as agents for the school, including:

eTapestry and Salesforce);
printing and digital marketing; U
event organisers for the purpose of event planning following your acceptance of an invitation;
financial and legal advisors for the purpose of legal claims;
law enforcement, only where there is an ongoing enquiry and the appropriate disclosure form has been provided; and
relevant authorities for the purpose of fraud and credit risk reduction where there is a compelling need.

We do not sell or trade your information with any other organisations.

6. Profiling and analysis

We may analyse your personal information to create a profile of your interests and preferences so

7. How does the school protect your personal data?
- 7.1. The school takes the security of your data seriously. Internal policies and controls have been put in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not

- 9.6. Rights in relation to direct marketing You have the right to change your preferences or object to processing of your personal data for marketing purposes at any time.
- 9.7. Rights related to automated decision-making, including profiling You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects or similarly significantly affects.
- 9.8. If you would like to exercise any of these rights, please contact us at alumni@gsal.org.uk or via the Data Protection Manager at datamanager@gsal.org.uk
- 9.9. More information about your data protection rights can be found on the Information Commissioner's Office website. You can also contact the Information Commissioner on how we are handling your data with the ICO and can do so at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113 | www.ico.org.uk

10. Fundraising and marketing communications
We may use your contact details to provide you with information about previous donations, our fundraising appeals and other opportunities to support us, if we think it may be of interest to you.

Email/text/phone

We will only send you fundraising and marketing communications by email, text and telephone if you have explicitly provided your prior consent. You may opt out of our marketing communications at any time by clicking the unsubscribe link at the end of our marketing emails or by emailing alumni@gsal.org.uk.

Post

We may send you fundraising and marketing communications by post unless you have told us that you would prefer not to hear from us. We rely on legitimate interest to send you marketing communication by post.

11. Automated decision making
We do not make any decisions about you using automated means and we do not envisage this changing in the near future. If the situation does change, we will notify you in writing.
12. Changes to this Privacy Notice
We may change this Privacy Notice from time to time. Any significant changes to the terms will be notified to you. If you have any questions about how your personal data and privacy are managed by the school, please visit: www.gsal.org.uk/about/school-policies