

Camden School for Girls:Privacy Notice (How we use alumni information)

The categories of alumni information that we collect, hold and share include:

- Personal information (such as name, address and other contact details)
- Details on the relationship of the contact with the school whether they be a school leaver, parent, friend of the school, former staff or past donator of gifts.

Why we collect and use this information

We use the alumni data:

- To provide updates on school news and track those communications.
- To help alumni pass on their news to others who may be interested.
- To fundraise for Camden School Foundation of Frances Mary Buss (Charity no. 312763) which in turn maintains and develops the school buildings and enhances the educational environment and experience of pupils at the school.

The lawful basis on which we use this information

We collect and use alumni information for our legitimate interests to fundraise for the charity mentioned above.

Storing alumni data

We hold alumni data on a secure database. This database is shared with Mailchimp who provide the software and store the data on their data servers in the US. This means data we process may be transferred to, stored, or processed in the United States.

Who we share alumni information with

We do not share the alumni data with anyone other than Mailchimp who are mentioned above as suppliers of the software itself.

Your rights in relation to your personal data

We do not unduly prioritise our legitimate business interests as a charity over your interests as an individual. Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information please contact Yasemin Briant, School SIRO (Senior Information Risk Owner): ybriant@csg.school or 020 7482 8219 or via the school office.

You also have the right to object to receiving communications from us with the ability to unsubscribe at any time by clicking on the 'opt out' link at the bottom of all our communications.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Yasemin Briant, School SIRO (Senior Information Risk Owner): ybriant@csg.school or 020 7482 8219 or via the school office.

Data Protection Officer (DPO) Andrew Maughan, dpo@camden.gov.uk