



Privacy and Data Protection statement – Existing Alumni and Friends

You will no doubt have heard of new data legislation, called GDPR, which comes into force on Friday 25 May 2018. We would like to explain to you how the Old Herefordians Club and Hereford Cathedral School are responding to these new regulations.

Over the last year we have been working hard to keep abreast of directives from the Information Commissioner's Office (ICO) and their guidance concerning data processing. We have also sought advice from professional industry bodies and our school solicitors.

Under GDPR all data controllers, including the Old Herefordians Club and Hereford Cathedral School, must have a Lawful Basis for processing Personal Data. The six bases are: Consent, Contractual, Legal Obligation, Vital Interests, Public Tasks and Legitimate Interests. The ICO states that it is the responsibility of the individual organisation to decide on which bases to process data.

Having undertaken a review of the data we hold and the way in which we process it, we believe that all of the data held relating to our community is processed under three bases, namely Legal Obligation, Contractual and/or Legitimate Interests.

For data protection purposes we consider our 'Friends' community to include: former Pupils, former Parents, former Staff, former Governors and members of the wider community. Due to the nature of the existing relationships we have with you, our 'Friends', our interpretation is that we can lawfully process your information under the three bases mentioned above. We have conducted, as recommended by the ICO, a Legitimate Interest Assessment (LIA) to support this decision. Our LIA will be kept under regular review.

Please be assured that we will treat your data with the utmost integrity, respect and confidentiality. Your personal data will be stored and used in accordance with our updated privacy policy, which reflects the new regulations. Which is available to you through our Facebook and Website, or by post on request.

Our communications with you will be conducted in the least intrusive way possible and only in ways that you would reasonably expect, as additionally outlined in our privacy policy.

Please be aware that you can opt out of receiving non-legal or non-contractual communications at any time by contacting us by email, telephone or in writing to Claire Morgan-Jones whose details are below.

Email: c.morganjones@herefordcs.com

Telephone : 01432 363590

or post: Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

Privacy Notice

We are proud of Hereford Cathedral School (HCS), our former pupils who are known as Old Herefordians (OH), staff and supporters, and we want to stay in touch.

The following briefly explains how the Development Office at HCS, on behalf of the OH Club and HCS handles and uses the data it collects and holds.

We are committed to protecting your personal information and privacy and being transparent about what information we hold and why. The Development Office uses data to help us to organise events and share news from the School and our OH and Friends' community.

Activities include the production and distribution of publications such as the OH Magazine, information on current School projects, promotion of events and the celebrations of the successes of Friends and OH. Communications may be sent by post, telephone, or by email. We may also place some articles on our Website or Facebook page.

We may hold information relating to you from a number of sources. A significant proportion of the information we hold on Alumni and Friends is that which you provide to us (eg by filling forms, on the website or by corresponding with us by letter, email, telephone or otherwise). For Alumni, some data will be transferred from your pupil record to our Database.

Records commonly contain basic contact information, details of education and activities undertaken whilst at school, and career information. Interactions with the school and donation details are also noted. In some cases other data may be linked including information about relatives, partners or other information you have disclosed to us or that we have derived from publicly available sources, and information about your area of interests.

The terms of this statement may change, so please check it from time to time.

Security and data sharing

HCS promises to respect any personal data you share with us and keep it safe. We ensure that there are appropriate technical controls in place to protect your personal details and our network is protected and routinely monitored. We undertake regular reviews of who has access to information that we hold, to ensure that your information is only accessible by appropriately trained staff.

On request, basis information (usually education details) are disclosed on a considered and confidential basis to other employees of HCS.

We use external companies to process personal data on our behalf. We do checks on these companies before we work with them, and put a contract in place that sets out our expectations and requirements. Data may be transmitted to a third party with whom we have a data agreement and who will undertake a specific tasks on our behalf e.g. mailing out OH magazines. They are required to delete or destroy all such information once they have completed the agreed activity. Under no circumstances would we sell or allow third parties to sell or share the data nor may they market to you.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

The Development Office also facilitates communication between former Pupils and Friends, however we will not disclose personal contact details but rather forward your communication on and encourage direct contact channels to be opened. We will only ever share your data in other circumstances if we have your explicit and informed consent.

Keeping your information up to date

We really appreciate it if you let us know if your contact details change. OH may also update their personal details and control some elements of their data by logging on to the OH database using their personal, secure login.

Right of access and correction of your information

You have a right to ask for a copy of the information we hold about you, although we may charge £10 to provide this. If you spot any mistakes, please let us know and we will correct them.

If you want to access your information, send a description of the information you want to see and proof of your identity by post to The Bursar, Hereford Cathedral School. Old Deanery, Cathedral Close. Hereford HR1 2NG. We do not accept these requests by email, but if you have any questions please send these to bursar@herefordcs.com

Basis for processing

Due to your pre-existing relationship with the School, your data will be handled based on our 'Legitimate Interest' in appropriately processing your data- by sharing news of developments at HCS and the social and networking opportunities that we offer.

It is on that basis that we hold the information that you or others have supplied to us, and use it in the manner set out in this document.

We believe there is a balanced and legitimate interest in our contacting members of the OH community with general news, information about events and development projects. This is based on the need to fulfil our contract with Alumni to provide OH magazines for their lifetime and your reasonable expectations of contact from us. Where appropriate, we will ask you if you would like to commence or renew financial support for the School.

We will always respect your request not to be contact by certain means, about certain things or at all.

We would never knowingly handle or process your personal data in a way that would cause detriment or harm.

Retention

As we have a contract to deliver alumni magazines to alumni for their lifetime, it would be reasonable to retain their data to meet that commitment. We will review this on a regular basis to ensure we still have a lawful basis on which to hold data. If an Alumni requests us to cease contact, we will respect their wishes, but will need to retain sufficient data to ensure we can identify them in order to comply with their wishes and ensure that they are not added back against their wishes.

Your Data and Control

You are in control of your data at all times, If you have any queries, wish to restrict data processing or sharing or do not wish to be contact by the Old Herefordians Club or Hereford Cathedral School at all, please inform us, using the contact details below.

Email: c.morganjones@herefordcs.com

Telephone : 01432 363590

or post: Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

If you wish to unsubscribe from particular publications or communications or activities please let us know and we will respect your wishes.

We will keep our privacy and data policies under review, and any changes we make will be published on the OH Website and a note published in the OH Magazine.

The Data we hold

We aim to be clear when we collect your data and we would not do anything you wouldn't reasonably expect.

What personal data we collect and how we use it

The type and quantity of information we collect and how we use it depends on why you are providing it.

Alumni

As a former pupil of the School, we will hold your details in order keep you informed about the School and Alumni, through Annual Magazines; to invite you to events such as reunions and occasionally to ask you to support us financially or by giving of your time or expertise. We will usually hold:

- Your name
- Your contact details
- Your date of birth
- Dates your attend HCJS and HCS
- previous school and destination after HCS
- interests and positions held whilst at HCS.
- your family links e.g. siblings who attended HCS/ parents/ grandparents and cousins
- your profession and place of work
- which events you have been invited/attended
- a photo

Friends

As a Friend of the School, we will hold your details in order keep you informed about the School, and to invite you to events or occasionally ask for your support. We will usually hold:

- Your name
- Your contact details
- Your connection to the school – past parent, former staff or governor, etc.
- Your profession and place of work
- which events you have been invited/attended
- a photo

Supporters

If you support us, for example make a donation, we will usually add to our details:

- date of donation
- amount of donation and the cause to which it was given.

We will mainly use your data to:

- Provide you with the services, products or information you asked for
- Administer your donation or support your fundraising, including processing gift aid
- Keep a record of your relationship with us
- Manage your marketing preferences

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively.

How we collect information about you

We collect information in the following ways:

- By request when you leave school or become a friend
- When you give it to us directly, including by email and online.

You may give us your information in order to sign up for one of our events, tell us your story, make a donation, purchase our product or communicate with us.

Depending on your settings or the privacy policies for other online services like Facebook or Twitter, you might give us permission to access information from those accounts or services. The information we get from those services depends on your settings, so you should regularly check them.

Like most websites, we use "cookies" to help us make our site – and the way you use it – better. Cookies mean that a website will remember you.