

How We Use Your Information

Privacy Notice for Old Stoics, Former Staff and Former Parents

Stowe School
Old Stoic Society

May 2018

Privacy Notice for Old Stoics, Former Staff and Former Parents

Introduction

This notice is to help you understand **how** and **why** Stowe School and the Old Stoic Society collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

The Old Stoic Society works in partnership with the School to manage the community of Old Stoics, Former Staff and Former Parents. This means that the information contained in this Privacy Notice applies to both the School and the Old Stoic Society. Personal information is held in a secure database accessed by employees working for Stowe and the Old Stoic Society. References to "we" and "us" below are references to both the School and / or the Old Stoic Society.

Although the School and the Old Stoic Society work closely together, each are a separate "controller" of the personal data. This means that each is responsible for its own compliance with data protection law.

If you have any questions about this notice you can contact the Privacy Officer, whose contact details are: The Privacy Officer at privacyofficer@stowe.co.uk.

What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details and next of kin.

How and why does the School and Old Stoic Society collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from:

Old Stoics: we hold information about you collated from a number of sources, including:

- Information held about you by the School whilst you were a Stoic, including public exam results and when you (or your child) were at the School
- The 'Leavers Form' or similar documents you may have completed when you left the School
- Contact information you have given us over the years since you left the School
- 'News' you have provided about your life and career, in response to requests from the Old Stoic Society
- Further information gathered from the public domain about your career and achievements

Former Staff: we hold information about you collated from sources including:

- Information held about you by the School whilst you were a member of staff at the School
- Updated contact information you have given us over the years since you were a member of staff at the School

Former Parents: we hold information about you collated from sources including:

- Information held about you by the School whilst you were a parent at the School

- Updated contact information you have given us over the years since you were a parent at the School

The information will be held securely on a database within the School and Old Stoic and Development Office.

The information we hold about Old Stoics, former parents and other members of the Stowe community who have enjoyed a relationship with the School over many years comprises an important part of the archive and record of the School. We also use this information for a variety of more immediate purposes including:

- To invite you to reunions and other social, professional and networking gatherings that we believe may be of interest and value to you
- To invite you to join Old Stoic sports teams where you indicate you are interested in doing so
- To seek your involvement in supporting current Stoics with careers advice and work experience
- To keep you informed of general news and progress at the School
- To provide references for Old Stoics for potential employers
- To communicate with you about the fundraising needs and goals of the School and, as appropriate, to seek your involvement in such related projects. For further details see our Fundraising Privacy Notice which can be found at www.stowe.co.uk/policies.

We may contact you for the above and other purposes by email, post, telephone or text message, but we will only do this where we are allowed to do so under data protection law.

On occasion, at reunions and other events, we may take photos that include you, to use in our communications, social media platforms and website.

Please note that the School and the Old Stoic Society use the same database and will share information where relevant to the purposes set out in this notice – for example, for communications about upcoming events and other news and information about the School. This means that if you tell the Old Stoic Society that your address has changed then the School will know about this as well. We will hold information on a permanent basis in order to allow us to maintain contact and to enable us to invite you to relevant events in the future.

We will occasionally share your data with carefully-selected suppliers (for example mailing houses, in order to send out magazines and other information from the School and Old Stoic Society, overseas representatives and groups such as American Friends of Stowe and Old Stoic Sports Clubs) in furtherance of the mission and aims of the School and Society.

Our legal grounds for using your information

Your pre-existing relationship with the School and Old Stoic Society – and membership of the wider Stowe community - establishes a legitimate interest in our holding and using your personal information for the purposes described above. In particular the School and the Old Stoic Society have a legitimate interest in ensuring that there is an active community of supporters which will benefit the School and members of the School community, such as current and former pupils and parents and promoting the objects and interests of the School.

If you object to us using your personal information on legitimate interest grounds, please speak to the Old Stoic Society Director, who can be contacted on oldstoic@stowe.co.uk.

We keep personal information on Old Stoics, Former Staff and Former Parents and other former members of the Stowe community indefinitely, in order to allow us to maintain contact and for the purposes described above. If you tell us that you do not want to be contacted for any of these purposes, or by any particular means, then we will of course respect that.

What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- **Rectification:** if information is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the information that we hold about you in certain circumstances, for example, where we no longer need the information.
- **Portability:** you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is through your consent or is contractual; and (c) the information is being processed by us on computer.
- **Restriction:** our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your information where:
 - a. we are relying on the legitimate interests legal ground to use it - please see the section Our legal grounds for using your information above; and
 - b. we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of you at a School event for historical reasons.

The Privacy Officer can give you more information about your data protection rights.

Further information and guidance

The Privacy Officer is the person responsible at the School for managing how we look after personal information and deciding how it is shared.

This notice just covers how the School and the Old Stoic Society use your personal data to stay in touch with you after you have left the School. Please note that:

- The School will continue to keep the information it holds about you from your time at the School. This includes, for example, HR records of former staff and educational records of Old

Stoics. For more information on this please ask the Privacy Officer for a copy of the appropriate Privacy Notice.

- Sometimes the School will use your personal data in a way not described elsewhere in this Privacy Notice. Examples include taking photographs at events, where we share information with third parties, e.g. when they are providing an event or venue for us, transferring personal data overseas (for example, if we decided to run an event for alumni overseas).

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

This notice is to explain how we use your personal information. The Privacy Officer can answer any questions which you may have.

Please speak to the Privacy Officer if:

- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you fail to provide certain information when requested, we may not be able to perform our obligations, for example, if you booked to attend an event.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office - ico.org.uk.