



Privacy notice for alumni, friends and supporters

The privacy and data security of our alumni, friends and supporters is important to Dame Allan's Schools (the School). The Development Office is a department of Dame Allan's Schools that has responsibility for supporting the Allanian Society, alumni relations, events, and fundraising and charitable giving to the School. This notice relates to personal data processed by the Development Office and how the data is used.

The School is committed at every level to making sure that our communications with you are secure, considered and welcome. All personal data is held and processed in accordance with the Data Protection Act 1998 and other relevant legislation.

Any personal data is stored securely, with access restricted to authorised personnel only.

Personal data held and processed by the development office may include:

- Biographical information including your name, gender and date of birth
- Any specific medical information (such as dietary requirements)
- Your contact details and communication preferences
- Your education history
- Your club and society affiliations and your other connections to the School
- Your professional activities and employment
- Your interests and extra-curricular activities
- Information you have publically shared on social media
- Your volunteering activity for the school
- Your family details
- Your donation history/attendance at events
- Records of communications and interactions we have had with you

This data is used by the School to support a full range of activities for our alumni and friends and to ensure the ways that we communicate with you are relevant and adhere to your chosen communication preferences. Examples include invitations to events, surveys to inform our activities and identify your interest in supporting the school, fundraising appeals or sending out School and Allanian publications.

Reunions- to help and support Allanians/alumni organising year group reunions, we may provide the organiser with a list of names from the year group which will only include first, middle and surnames.

The School does not sell or swap any of its data to third party organisations and is committed to holding this data securely and with sensitivity.

If you request that we stop processing your data within the Development Office, we will remove the data with the following exceptions:

- Your name and year of entry alongside your request to remove data. This information will prevent you from being inadvertently contacted in the future
- Information needed to comply with statutory requirements during the specified period (e.g. Gift Aid declarations)

You can change your communication preferences at any time by completing the form on the Contact page of the Alumni and Development section of the school website www.dameallans.co.uk/Contact-Form, telephone 0191 275 1500 or email us on alumnirelations@dameallans.co.uk