



## 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 current data protection law 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 the internet, social media and other publicly available channels.
- 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, swap or share 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)



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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](http://www.dameallans.co.uk/Contact-Form), telephone 0191 275 1500 or email us on [alumnirelations@dameallans.co.uk](mailto:alumnirelations@dameallans.co.uk)

You may request a copy of the personal data held about them by the Development Office, and you have the right to the erasure of your data from our systems and files. If you wish to make such a request, please contact our data protection co-ordinator.

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection co-ordinator.

Data protection co-ordinator: Mrs J.Taylor, Dame Allan's Schools, Fowberry Crescent, Newcastle upon Tyne NE4 9YJ. Email: [j.taylor@dameallans.co.uk](mailto:j.taylor@dameallans.co.uk) Telephone: 0191 275 0608. If you are unhappy with the response you receive from us, you can make a complaint to the Information Commissioner's Office online: <https://ico.org.uk/make-a-complaint/> telephone: 0303 123 1113, or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

From time to time, we may use your information for new purposes not currently described in this Privacy Notice. Any changes to our privacy notice will always be posted on this page.