

PRIVACY POLICY FOR ALUMNI FRIENDS AND SUPPORTERS

Dame Allan's Schools maintains a database of alumni, friends and supporters of the Schools in order to stay in touch with our community and keep you updated about news, events, volunteering initiatives and fundraising activities. The database includes a website (<https://theallaniansociety.co.uk/homepage>) for the purpose of establishing an online community for alumni, friends and supporters of the Schools.

Some of our database (but not all) choose to join our online community by registering on this website and creating an online profile. In both instances (individuals with offline database records and individuals with online profiles), we collect and store personal information (or "data") about you. We are committed at every level to making sure that our communications with you are secure, considered and welcome. We are also committed to protecting and respecting your privacy and this Policy sets out what information we collect about you, where and how we use ("process") it.

We may change this Policy from time to time. If we make any significant changes we will advertise this on the website or contact you directly with the information. Please check this page occasionally to make sure you are happy with any changes.

If you have any questions about this Policy or concerning your personal information, please contact the Schools' Data Protection Coordinator Mrs J. Taylor at:

Email: j.taylor@dameallans.co.uk

Telephone: 0191 274 5910

Address: Dame Allan's Schools, Fowberry Crescent, Fenham, Newcastle upon Tyne, NE4 9YJ

For the purposes of the General Data Protection Regulations (GDPR) and any subsequent UK legislation covering data protection, the Data Controller is Dame Allan's Schools.

What type of personal information we collect

The information we have about you depends on where we collect it, but may include:

- First name and last name
- Previous surname (if applicable)
- Address
- Phone number
- Email
- Photographs
- Date of birth
- Family relationships
- Years at Dame Allan's Schools
- Higher education and work details
- Participation in our events, emails, competitions, surveys and other activities
- Donations made to Dame Allan's Schools
- Geo-location data (your geographical location based on your IP address)
- Records of communications and interactions we have had with you
- Log-ins and activity on the website
- A record of payments made via the website (but we do not store your credit/ debit card details as these are processed securely externally by a third-party payment provider) which could include event tickets, shop purchases or online donations
- Consent options and communication preferences

- Content (such as announcements, stories, photos, documents, comments, events, jobs) that you post on this website or provide to us by other means
- Information you have publically shared on the internet, social media and other publicly available channels
- Messages that you send to other community members via the direct messaging system when logged in to this website

Where we collect information from

We collect personal information when you:

- visit our website
- Create or update your online profile
- post content on to this website
- take part in an event
- attend a meeting with us and provide us with information
- contact us in any way including online, email, phone social media or post
- Open an email sent from this website
- Send a message via the direct messaging system on this website
- When you leave school, and with your prior consent only, we collect and transfer basic details (name, address, date of birth, telephone, email) about you from the main school database (iSAMS) in to our alumni, friends and supporters database.

How we use your information

We will use your personal information in a number of ways, always with a legal basis for processing your data, to support a full range of activities for our alumni, friends and supporters and to ensure the ways that we communicate with you are relevant and adhere to your chosen communication preferences. These may include:

- providing you with the information or updates that you have asked for
- sending you communications (with your consent) that may be of interest, including newsletters, updates, invites to events and fundraising campaigns
- seeking your views on the services or activities we carry out, so that we can make improvements by for example by surveys and questionnaires
- updating our database records and ensuring we know how you prefer to be contacted
- analysing your engagement with our website and other content to help us improve our services for you
- running our events, Allanian volunteer-led events, reunions and sporting fixtures

Our legal basis for processing your information

The use of your information for the purposes set out above is lawful because one or more of the following applies:

- you have given us your consent for the information to be used

- it is necessary for us to hold and use your information to carry out our obligations under a contract entered into with you
- it is necessary for our legitimate interests to hold and use your information and we are not impacting your privacy by doing so

Updating your consent preferences

If you have an online profile on this website you can update your consent options by logging-in and clicking on “My Settings” in your profile. Scroll down to find your ‘Consent options’ where you will see a list of consents and the options “opt-in”, “opt-out” and “unspecified”.

Via ‘My Settings’ you can also choose to hide your profile from Google, limit access to your profile so that it’s only viewable to your connections and adjust some of the automatic notifications that you receive from this website. Please note that your name (but not full profile) may appear in various places around the community website, such as a ‘Recent Joiners’ box and in ‘Search’ results irrespective of the privacy settings you have selected.

If you do not have an online profile on this website, you can update your consent preferences by emailing alumnirelations@dameallans.co.uk stating your preferences in your email.

If we are using consent as our legal basis for processing your data, we must have an explicit “opt-in” from you for this specific type of processing.

If we are using legitimate interests as our legal basis for processing your data, we will process your data responsibly in a way that you would reasonably expect, and you can opt-out at any stage.

If you click ‘unsubscribe’ at the bottom of one of our emails we sent to you will be automatically opted-out of these types of email communications in the future.

Complaints

How to complain: If you have any concerns about our use of your personal information, you can make a complaint to the Schools, by contacting the Data Protection Coordinator Mrs J. Taylor at:

Email: j.taylor@dameallans.co.uk

Telephone: 0191 274 5910,

Address: Dame Allan’s Schools, Fowberry Crescent, Fenham, Newcastle upon Tyne, NE4 9YJ

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO’s address is: Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Helpline number: 0303 123 1113

Updated April 2021