

ALUMNI PRIVACY NOTICE

Old Gatewegians

Introduction

This privacy notice explains what types of information will be gathered about you as Old Gatewegians Alumni and how this information will be used and is an addition to Gateways School **Pupil Privacy Notice** and **Parent Privacy Notice**

Gateways School is committed to protecting the privacy and security of your personal information.

We value our relationship with you and would like to keep in touch and send you relevant communications, offer beneficial services, share news and information regarding future opportunities and events. To do so, we need to process your personal information.

If you have any questions regarding how we use your data, please contact us by email oga@gatewaysschool.co.uk phone 0113 824 2789 or write to us at Old Gatewegians Association, Gateways School, Harewood, Leeds, LS17 9LE.

What information do we collect from you?

Upon completion of the Old Gatewegians online signup form, as a minimum, we collect the following data:

- Name
- Email address
- Contact number
- Date started and left
- Graduating year and year group
- Job position
- Further education/degree
- Further information - if you were a prize winner, scholarship recipient, head pupil or any other information you wish to share
- Current roles and achievements

You can update your data at any time by emailing us at oga@gatewaysschool.co.uk

The following data, which will also be held within the Old Gatewegians Alumni Database may have been provided by you during interactions (ie when registering your interest for an event, filling out a survey, volunteering or when making a donation to Gateways School):

- Updated contact details
- Details about your job position and organisation details
- Thoughts and attitudes towards fundraising
- Dietary and mobility requirements
- Options that you may have selected to be of interest to you (whether you wish to volunteer, make a donation or support in some way)
- Bank name

Further information which may also be stored in the Old Gatewegians Alumni Database might be gathered from social media (ie Facebook, Instagram or LinkedIn) or other publicly available sources.

How do we use your data?

We use your information to:

- send you publications, e-newsletters, invitations and provide you with information on volunteering opportunities.
- provide you with information on events such as reunions and alumni gatherings and to give support if planning a reunion
- develop and support our national and international network of alumni groups, providing opportunities to connect, network and support the work of the School as ambassadors
- share stories and memories (with permission) in support of the school community
- get in touch when old friends want to contact you
- conduct surveys, focus groups and other research
- promote the work, projects, activities and objectives of the School and share our exciting news and research
- promotion of discounts and services for alumni
- undertake administrative activities such as donation management, identity verification, event registration, processing and submitting HM Revenue and Customs Gift Aid claims and other mandatory reports required by law or regulation.

Who do we share your information with?

We only share information with third parties in the following circumstances:

- If we are required by law to disclose your information.
- If we have obtained your permission to do so.
- To send out postal mailings and emails.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on our School premises.
- For you to access promotional offers/discounts

How do we protect your data?

We have appropriate security measures in place to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information and we use the appropriate technologies and procedure to protect personal information.

Please also refer to our [Gateways School Data Protection Policy](#)

How do we keep your data up to date?

We really appreciate it if you let us know when your contact details change, or if you no longer wish to be contacted.

You can update your contact details at any time by emailing us at oga@gatewaysschool.co.uk.

What decisions can you make about your information?

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

- if information is incorrect you can ask us to correct it.

- 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;
- 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;
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- 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.

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

Further information and guidance

The Data Compliance Coordinator (DCC) is the person responsible at our school for managing how we look after personal information and deciding how it is shared.

How long do we keep your data for?

We retain your personal data in support of your lifelong relationship with Gateways School unless you request otherwise, or there is no longer a legal basis for holding your personal data. Where we no longer need to retain personal information, we ensure it is securely disposed of. We may retain anonymised statistical information indefinitely, but you cannot be identified from such data.

How to contact us

Old Gatewegians Association
Gateways School
Harewood
Leeds
LS17 9LE
Switchboard: 0113 288 6345
oga@gatewaysschool.co.uk

Connect with us: [Old Gatewegians Facebook Group](#)