

PRIVACY NOTICE

Friends' School Saffron Walden Old Scholars' Association – FSSWOSA



Who we are

The FSSWOSA aims to promote fellowship and help to maintain contact amongst our members, including former scholars, teachers and governors of Friends' School Saffron Walden.

Our commitment to you

This Privacy Notice has been drawn up to comply with the GDPR General Data Protection Regulation 2018. We are committed to protecting the privacy of our members and supporters and treat all information you give us with great care. We promise to respect any personal details you share with us. We aim to be clear when we collect your data and not to do anything you would not reasonably expect.

The information we collect about you

We hold information about your school entry and leaving dates, and contact details that you have supplied including your address, telephone numbers and email address, and information regarding subscriptions and membership.

Legal basis

Legitimate interests. We collect and process your personal data for purposes that are in our legitimate organisational interests. We only do this if there is no overriding prejudice to you by using your personal information in this way.

How we will use the information about you

We use our legitimate organisational interests to be able to communicate with you and to send you newsletters and other information about the Old Scholars' Association and Reunions. Apart from "InTouch Software" who host our website and database, we will not disclose any information about you to any other individual or company without your permission, unless required to do so by law.

How we keep your data safe and who has access to it

We will take good care of the information we hold, whether on computer or on paper, and make sure that we have provided guidance to our committee members so that they treat the information appropriately.

Membership details are stored in an encrypted form on our association's own laptop which is also password protected. Our website and database is managed by "InTouch Software" - www.intouchsoftware.co.uk – whose own Data Protection Policy ensures that your data will be stored securely and not shared with third parties.

Retention and accuracy of data

You have a right to request a copy of the information we hold about you, but please be aware that we may ask you for proof of identity in order to respond.

You are entitled to have your personal data rectified if inaccurate or incomplete. Please do let us know if your details have changed. You may also update your details via the members' section of the Old Scholars' website – www.oldscholars.com

You have a right to ask us to stop processing your personal data if it is not necessary for the purpose you provided it to us.

If you no longer wish to be a member of the Old Scholars' Association, just let us know and we will delete your contact details.

Changes to this Privacy Notice

We may make changes to this Privacy Notice from time to time and if we do so, then this information will be shown on the Old Scholars' website.

How to contact us

If you have any questions about this privacy notice or information we hold about you, please contact our Secretary who also acts as our Database Controller and who can be contacted by email:

fsswosa@gmail.com

Old Scholars' Committee

25 May 2019