



## PARKGATE HOUSE SCHOOL

80 Clapham Common North Side, London SW4 9SD  
Tel: 020 7350 2452 | Email: [office@parkgate-school.co.uk](mailto:office@parkgate-school.co.uk) | Web: [www.parkgate-school.co.uk](http://www.parkgate-school.co.uk)

### Parkgate House School Alumni Privacy Statement

#### About this Privacy Statement

This Privacy Statement tells you what to expect when The Parkgate House School Alumni (the Alumni) collects and uses (or “processes”) personal data relating to current, past and prospective pupils and parents of Parkgate House School, our staff, suppliers and contractors and other friends and supporters.

The Alumni is a data controller for the purposes of the Data Protection Act 2018 and the EU General Data Protection Regulation 2016 and we take our responsibilities as a controller very seriously. This Privacy Statement sets out how we process and protect your personal data and how we manage our commitment and responsibility to you. It also explains the legal rights you have in relation to your personal data.

Whereas the School is a controller of personal data primarily for the purposes of providing education and pastoral care of its students, the Alumni is a controller of personal data for the purposes of marketing, development and fundraising, and administering the School’s alumni association. Where it is appropriate and lawful to do so, the School will share personal data with the Alumni and vice versa for their respective purposes. Where personal data is shared, it is always in compliance with our data protection laws. We have provided more information about the purposes for which we process personal data below.

Because the Alumni exists to advance Parkgate House School (the School), our Privacy Statement should be read alongside the Privacy Statement for the School [www.parkgate-school.co.uk](http://www.parkgate-school.co.uk). You can find out more about how the Alumni supports the advancement of Parkgate House School below.

Please read this Privacy Statement carefully and if you have any questions please contact the Registrar by email at [admissions@parkgate-school.co.uk](mailto:admissions@parkgate-school.co.uk).

#### Who we are

The Alumni was established in 2020 to support the advancement of Parkgate House School and all of our activities including why and how we process your personal data are designed to achieve that objective.

#### Types of personal data held

Personal data processed by the Alumni takes different forms. It may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual. Examples include:



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- name, title, date of birth and gender;
- contact details including address, email, phone numbers and links to social media accounts;
- occupations and professional activities;
- recreations and interests;
- family and spouse/partner details, and relationships to alumni and anyone else who has a connection with the School or the Alumni;
- Data held within publicly available sources e.g. LinkedIn, Companies House, the Charity Commission, Who's Who, Bloomberg, Forbes, the Sunday Times, The Economic Times.
- information about your engagement with the Alumni;
- information about Alumni's academic attainment, date of leaving, and university attended.
- employment and other contractual information.

### Purposes for Processing Personal Data

- To invite those in our community who are leaving the School (including students and their parents and staff) to continue their association with the Alumni and the School.
- To keep Alumni informed about Parkgate House School news and events;
- To send School news and information about events and activities to members of the Alumni;
- For a range of communication, engagement, alumni relations, fundraising and stewardship activities, and for the operational management processes that support those activities. E.g. e-newsletters, event invitations and requests to use personal stories or experiences to promote the Alumni or the School.
- To share personal data between the Alumni and the School for necessary and legitimate purposes. E.g. to support and maintain the good reputation of the School and the Alumni. We would never expect to routinely exchange special category personal data or other highly sensitive information unless it is necessary and lawful to do so. If the occasion did arise we would do this on the legal basis of the legitimate interests of the Alumni and the School
- To encourage and invite support for the advancement of the School for the benefit of current and future students through fundraising campaigns and appeals;
- Where we engage an external organisation to help with fundraising, we may share basic information about you with them e.g. Name and employer. Where this happens, we only share the minimum personal data necessary for the purpose and always in a way that complies fully with the Data Protection Act 2018 and the EU General Data Protection Regulation.



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- For marketing and promotional purposes.
- To comply with and facilitate our contractual and legal obligations as an employer

### The legal basis for processing your personal data

We will process your personal data on the basis of one or more legal grounds depending upon the specific purpose for which we are using your information but in most cases, the legal basis falls into one of the following categories below. (Where appropriate, we have also identified our legitimate interests in processing your personal data.)

- where you have provided your consent to allow us to use your data in a certain way.

E.g. we require your consent to continue to send you certain types of direct marketing by email, telephone or SMS. We also rely on your consent to use images of you on our website and on third party social networking platforms. Where we rely on your consent to use your personal data, you have the right to withdraw that consent at any point in time.

- where the processing is necessary to carry out for the performance of a contract with you.

E.g. we need to process your personal data in order to comply with and facilitate the employment contract with our staff.

- where the processing is necessary in order for us to comply with a legal obligation.

E.g. we have a legal duty to confirm the identity of prospective donors and relevant details of their background and interests to ensure we do not deal with proceeds of crime.

- Where it is necessary for reasons of substantial public interest.

E.g. we may share basic personal data between the Alumni and the School for legitimate and lawful reasons. Information shared won't include special category personal data such as medical information unless there is a legitimate and lawful reason such as sharing dietary needs for an event.

### How we process and protect your information

The Alumni has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Our network is securely protected and monitored. Our policies on the use of



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information systems and devices are rigorous. The Alumni undertakes regular reviews of people with access to the information it holds to ensure that it is only available to appropriately trained Alumni staff and vetted contractors.

We have also put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### Cookie Policy

A cookie is a small file of letters and numbers that is sent and stored on your computer and/or mobile device when you visit our website. Cookies may identify your computer's IP (Internet Protocol) address but do not identify you as an individual.

We use cookies on our website so we can personalise content for visitors, make sure it works the way it should and to make improvements.

By continuing to use our website, you agree to our use of cookies.

### How long the Alumni will keep your personal data

The Alumni will retain your personal data securely and only for as long as is necessary or required by law. The Alumni aims to maintain life-long relationships with former pupils, parents, and other friends and supporters and in this context, providing there is a legitimate and lawful reason to do so, the Alumni will retain your personal data until you ask us to delete it.

### Your rights

Under Data Protection Law you have the right to:

- obtain access to, and copies of, the personal data we hold about you
- correct any inaccurate data we hold about you
- ask for data about you to be amended or erased, subject to certain limitations
- ask us not to send you communications
- withdraw your consent to any further processing, where the Alumni is relying on consent as a ground for processing
- in certain circumstances receive data in a reasonable format specified by you.
- request the restriction of the processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.



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- object to the processing of your personal data where we are relying on a legitimate interest (or the legitimate interest of a third party) and there is something about your particular situation which makes you want to object to the processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

If you wish to access or amend your personal data or object to how it is used, please contact the Registrar. We will respond as soon as we can, and certainly within the statutory time limits. Please note that it is much easier to respond to clearly defined and targeted requests for information. If the request is excessive or similar to previous requests, we may ask you to reconsider.

### Keeping your information up to date

The Alumni has a responsibility to keep your information accurate and up to date. To help us with this task we may ask you to update your details from time to time. You can amend your contact details and communication preferences at any time by emailing the Registrar.

### Children and privacy

The safety and welfare of the students is paramount. The Alumni will not, for example, use individual former pupil stories without parental and student consent. Images which do not intrude on individual privacy may be used in accordance with this and the school’s privacy notice.

Parental Consent -----

Date:

Student Consent -----

Date:

### Vulnerable circumstances policy

The Alumni recognises the importance of protecting vulnerable members of the wider school community and is determined to support staff who provide them with high quality care.



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### Complaints, comments or compliments

Your feedback is invaluable. If you wish to tell us about any aspect of your dealings with the Alumni, please complain, comment or extend a compliment via [admissions@parkgate-school.co.uk](mailto:admissions@parkgate-school.co.uk).

If you are not satisfied with our response, you may take your complaint to [the Information Commissioners Office \(ICO\)](#).

### Changes to our privacy policy

This policy may evolve. If we make significant changes to the way your information is handled, we will make this clear on the school website or by contacting you directly.

Last Updated 13.10.2020