



ROWAN PREPARATORY SCHOOL ALUMNI PRIVACY STATEMENT

Our alumni are incredibly important to us at Rowan Preparatory School. Our aim is to keep alumni up to date with what is going on, and to engage you with events and opportunities as they arise in our school community.

However you choose to engage, we will always respect your rights and choices. We promise to respect any personal data you share with us and keep it safe. We aim to be clear when we collect your personal information, and not do anything you would not reasonably expect.

Here we tell you what we will, and will not do, with your personal data. If you have any questions about our privacy statement, please contact Ian Jackson (IT & Facilities Manager) who will be happy to talk you through it. Our contact details are:

Rowan Alumni
Rowan Preparatory School
6 Fitzalan Road
Claygate
Surrey
KT10 0LX

Tel: 01372 462 627

Email: alumni@rowanprepschool.co.uk

Our duty

In carrying out our day-to-day activities, we process and store personal information relating to our alumni. We are therefore required to adhere to the requirements of the UK General Data Protection Regulation and associated Data Protection laws. We take our responsibilities under these regulations very seriously and ensure the personal information we obtain is held, used, transferred and processed in accordance with the regulations.

How we collect information on you

The information we gather allows us to provide the best possible experience for our alumni, enabling us to tailor event invitations and news publications that are of specific interest to you. We gather personal information from you via our online form. Any further information sent via email communication to alumni@rowanprepschool.co.uk will also be collected.



How we will use your personal information

We may use your information for a number of purposes including the following:

- To provide you with information about our work or our activities that you've requested. This might include sending you e-newsletters, printed newsletters to your home address, invitations to events and opportunities.
- To contact you for your permission to use the story of your experience at Rowan to promote our work via social media.
- For internal record keeping, including the management of any feedback or complaints
- To keep your records as up to date as possible. Please see the 'Keeping your information up-to-date' section below for more details on how you can let us know if your contact details change.

If you do not wish your data to be used in any of the ways listed above or have questions about this, you have the choice to change your privacy options and can notify us using the contact details at the top of this page. If you are unsure and have further queries on how we might use your data, please get in touch and we will be happy to answer your questions.

Who has access to your personal information?

Your personal information is stored on our internal database with access limited to specific staff across Rowan.

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to send out mailings). When we use third party service providers, we only disclose information necessary to deliver that service and there will always be a contract in place to ensure your information is kept secure. We will not share or sell your data to third parties to use for their own purposes unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

How do we keep your personal information secure?

We ensure that there are appropriate technical controls in place to protect your personal details; for example our online forms are always encrypted and our network is protected and routinely monitored.

We also take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff.



How long will we hold your personal information for?

Rowan considers its relationship with alumni to be lifelong. However, if any time you want to review or stop entirely the communications we send to you, please contact us using the details above.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about our events and activities, then please let us know at any time by contacting Rowan Alumni on the contact details above.

We will not contact you for marketing purposes by post, email, or phone if you have told us you do not want to hear from us by any of those channels. If you unsubscribe from communications from us, from any or all of the communication channels mentioned above, we will update our records to stop further communication as quickly as we can. Due to some communications already being in progress at the point you opt out, please be aware that it can take up to 6 weeks for your preferences to be fully implemented. We will only ever share your data in other circumstances if we have your explicit and informed consent.

Data deletion

If you choose to opt out of receiving our communications, your data will be deleted from the database entirely.

Keeping your information up-to-date

The accuracy of your information is important to us. You can update your information with us, including your address and contact details at any time. If you would like to change your preferences or update the details we hold about you, please contact alumni@rowanprepschool.co.uk.

Your rights

You have the right to:

- request a copy of the information we hold about you
- update or amend the information we hold about you if it is wrong
- change your communication preferences at any time
- ask us to remove your personal information from our records
- object to the processing of your information for marketing purposes
- raise a concern or complaint about the way in which your information is being used
- If you wish to talk through anything in our privacy statement, find out more about your rights, or obtain a copy of the information we hold about you, please contact GHS who will be happy to help



Complaints, compliments or comments

If you are unhappy with your experience of the Rowan Alumni community, with something that we have done or failed to do, we want to know about it. We also welcome your views on what we do well. Your comments enable us to learn and continuously improve our services. If you would like to make a complaint, compliment or comment then please get in touch with us on the contact details above.

Changes to our Privacy Statement

We may change this Alumni Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information, we will make this clear on our website or by contacting you directly.

Responsibility for Data Protection

The data controller for personal information held by Rowan Preparatory School is United Church Schools Trust (UCST). UCST is registered with the Information Commissioner's Office (ICO). The registration number is Z533407X.

The Company Secretary, Alison Hussain, is responsible for ensuring that UCST complies with the General Data Protection Regulation (GDPR). She can be contacted on Alison.Hussain@unitedlearning.co.uk or 01832 864 538.

Rowan Preparatory School is responsible for ensuring that the School complies with UCST's policies and procedures in relation to Data Protection. The person to contact is Ian Jackson, IT & Facilities Manager, who can be contact on 01372 462 627 or via email at ian.jackson@rowanprepschool.co.uk.