

Privacy Notice May 2017 for Old Owenians In Touch

– for full transparency about how your personal data is protected, stored and used

In anticipation of new EU legislation regarding the General Data Protection Regulation (from May 2018), we'd like to be clear about how your personal data on Old Owenians In Touch is protected, stored and used. When you register with us, your details are held securely by InTouch Web (our alumni and database website supplier) on behalf of Dame Alice Owen's School and in accordance with the Data Protection Act 1998. Our alumni website is password protected for your privacy. We define "alumni" as anyone who has a past relationship with our School – this includes past students, parents, grandparents, staff, governors and special friends of the school. The majority of alumni are past students.

We use your registration details to notify you about:

- Our Old Owenians Newsletter, published online twice a year (June and December)
- Opportunities to volunteer for our Old Owenians Careers Talks Week (March)
- Alumni events, for example our Old Owenians Coffee and Tour Morning (May) and our Open Day (July)
- Details of the Old Owenians Harold Moore Annual Reunion Luncheon in London (October)
- How you can arrange tours on request, any specific Class Of Reunions and opportunities to make other contributions (see the Support us tab on the website)
- Our @DAOSAlumni Twitter feed: <https://twitter.com/DAOSAlumni> where you can get updates more regularly
- How to ask relatives and friends to sign up on your behalf if you don't have a computer to keep in touch!

Reassurances about your details:

- Your details are not passed to any other organisations outside School or used for any other purposes (this includes wealth screening)
- Your details are not disclosed to other alumni on the database unless you change your preferences (with the exception of your Name and Class Of)
- We provide you with the opportunity to unsubscribe from our emails at any time by emailing oldowenians@damealiceowens.herts.sch.uk and you can change your preferences about what data you reveal on the system to other alumni in your Profile section
- We might use your Class Of data to contact you about specific year group reunions
- You can opt to update more details about yourself, including a photo, in your Profile section
- You can email another alumnus via our secure email system without your personal email being disclosed
- You may be emailed via our secure email system from alumni who might request to get in contact with you, without them knowing your email address - you have control over whether or not to respond directly
- We do not hold any details which are observed, derived nor inferred from your registration information or any other source, with the exception of your gender, which is deduced from the Title field on registration
- If you have any complaint about any of our correspondence, you can contact the School at any time at oldowenians@damealiceowens.herts.sch.uk