

Privacy Notice

1.0 Introduction

The Old Aldenhamian Society is administered by the Old Aldenhamian Society Committee which is deemed, under the terms of the General Data Protection Regulation (GDPR) 2018, to be the "Data Controller".

In order to address the "Objectives" set down in the Rules of the Society the Old Aldenhamian Society Committee has applied Legitimate Interest as the lawful basis, as set out in the GDPR 2018, to process your personal/individual data in order to provide the services to you, and the Old Aldenhamian Community, which your membership allows. Those Old Aldenhamians who are non-members are also in the Old Aldenhamian Community as they are invited to become members and receive invitations to events. To assist us provide these services we share the data with the OA Office so in this role that acts as the "Data Processor".

2.0 Statement of Intent

This is the **Old Aldenhamian Society** website Notice relating to the personal information. This includes personal data, e-mail address and other specific data personal to you. We wish to express in this Privacy Notice, our respect for your privacy and have set out our specific guidelines below to inform you of how we obtain, maintain and retain your information and for what purpose.

3.0 How do we collect information from you?

We obtain information about you from School records and from the membership form you complete on leaving Aldenham. Then it is amended as and when you update this information.

We also collect information from the public domain such as social media sites.

We would encourage you to update the information and advise the Old Aldenhamian Society of any errors in order that you may benefit from the services provided.

4.0 How is your information used?

The information we collect from you is exclusively for the use of the **Old Aldenhamian Society**.

We are mindful to keep a fair balance between your personal privacy and ensuring you obtain full value from the services we provide, whilst ensuring we comply with the General Data Protection Regulation (GDPR).

This balance allows certain personal information to be shared amongst the Old Aldenhamian Community and the OA Office.

We may send you communications that you have requested or that may be of interest to you.

We will retain the information as long as it is helpful for us to provide a service to you and the Old Aldenhamian Community.

5.0 What are your Rights?

Under the terms of GDPR you have the right to request a copy of all personal information we hold about you. This is called a "subject access request". All such requests should be sent to, Hon. Sec. OA Society, Aldenham School, Elstree, Herts. WD6 3AJ

We will attempt to respond to any such written requests as soon as reasonably practicable and in any event within the statutory time-limits which is one month in the case of requests for general information. We will be better able to respond quicker to smaller more detailed requests for information.

Under the terms of Legitimate Interest you have the right to request your preference in how you receive communications from us and also to opt out of receiving types of communications from us.

This can be done through an email to the President of the OA Society JamesJamesCrook@hotmail.com.

You may control the amount of personal information visible to the Old Aldenhamian Community on your Profile page.

You may also request data to be erased but under the terms of Legiti-

mate Access you should be aware that the Data Controller is able

to question this in the interests of the OA Community.

You should be aware that certain data is exempt from right of access. This might be information that identifies other individuals, or information which is subject to legal privilege.

You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with us before involving them.

6.0 Site Statistics

We do gather non-personal data regarding site visitors to our website. This is provided to use statistical information on visits to pages, type of browsers being used to view the site, paths taken through the site and other general information. Under no circumstances can this be linked to a particular person.

We use Google Analytics to analyse use of the website. The information collected will not include any information from which you will be identifiable.

7.0 Cookies

A "cookie" is a small text file, which helps the server to identify your computer but not the individual. The cookies help us to make your visitor session more personal and enriching experience. If you wish not to have this facility you are able to disable cookies using that option in your particular browser's settings.

8.0 Disclosure of Information

In addition to these safeguards, your personal data is protected in the

UK by the GDPR 2018. This provides amongst other things that the data we hold about you will be processed lawfully and fairly. It will be

accurate, relevant and not excessive. The information will be kept up to date, where necessary, and not retained for longer than is necessary. It will be kept securely to prevent unauthorised access by other people.

9.0 Removing subscription to mailing lists

If at any time our site contains subscription mailing lists there will always be the option to remove you from the aforementioned list. Normally this, "unsubscribe" option will appear at the bottom of the most recently sent email newsletter.

10.0 Security

The Old Aldenhamian Society is bound by the General Data Protection Regulation (GDPR) 2018 and will comply with its requirements. Any details you give will remain completely confidential. Having gained access to the members area, we would strongly recommend that you do not divulge your username or password to anyone. Please always remember to log out of your account and close your browser window when you have finished using them. This ensures that others cannot access your personal data especially when using a shared, or public access computer terminal.

11.0 This Privacy Notice

This Privacy Notice should be read in conjunction with the Terms and Conditions and the Old Aldenhamian Society Rules both of which are to found on this website.

The Old Aldenhamian Society reserves the right to update the Privacy Notice as required by law or other reasons. In continually striving to improve our service for our clients we need to be able to enhance the site in ways deemed appropriate.

This Privacy Notice was approved by the Old Aldenhamian Committee at their meeting on the 16 May 2018.