



# The Tiffin Girls' School

## Privacy Notice for Alumnae and Former Parents

APPROVED MAY 2021

### Introduction

1. This privacy notice advises alumnae and former parents of the school's data protection responsibilities on the collection, storage and use of personal data about individuals who have previously attended The Tiffin Girls' School (the School) as a student and their parents.
2. The School is committed to being transparent about how we collect and use personal data and to meeting our data protection obligations.
3. The School is required to explain how and why we collect personal data and what we do with that information. This privacy notice will also provide information as to what you can do about your personal information that is held and processed by us.
4. We, The Tiffin Girls' School, Richmond Road, Kingston upon Thames, KT2 5PL, are the 'data controller' for the purposes of data protection law.
5. The Data Protection Officer is Emma Kilburn, Deputy Headteacher. Ms Kilburn can be contacted at [dataprotection@tiffingirls.org](mailto:dataprotection@tiffingirls.org).
6. This privacy notice should be read in conjunction with the following documents which can be found on the Data Protection page of the school [website](#)
  - Data Protection Policy
  - Records Management Policy

### The personal data held by the School

7. The School collects and processes data relating to those who have previously attended the School as a student, or have been affiliated with the school (parents). Personal data is any information that relates to you and can be used directly or indirectly to identify you.
8. **Alumnae:** As a former student of the School, some of the personal data that we hold about you is transferred from your electronic student record to the School's alumnae database. This personal data will have been collected from your initial registration and time at the School. We also collect information from you when leaving the School, e.g. university destinations and from you during the course of our relationship with you, e.g. when you sign up to receive communications from us or order tickets for events, and from information publicly shared on social media e.g. job title on LinkedIn.

9. Personal data that may be collected, used, stored and shared (when appropriate) about you includes, but is not restricted to:
  - Contact details (name, address, email, telephone) and date of birth
  - Details about your time at the school, including subjects studied, School house and records of your achievements
  - Names of family members (parents) and their contact information
  - Your relationship with other members of the School community
  - University information, including institution, course studied, university years
  - Professional details, including your occupation, employer, nature of business, employer location
  - Details of your interests and hobbies to help us create events and communications which appeal to our School community, e.g. which sports team you were part of as a student
  - Records of contributions you have made to the School since leaving, such as your time, expertise or money
  - Records of how you have engaged with our alumnae network, including emails you have opened, events attended, mailing lists you have signed up to and any other interactions
  - Bank details and other financial information, if you make any payments or donations to the School
  - Records associated with Gift Aid claims on donations
10. The School may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes but is not restricted to:
  - Photographs of your time at the school
  - Information required to manage your attendance at alumnae events, including access arrangements and dietary requirements
  - Photographs and CCTV images captured in school
11. The School may also hold data about you received from other organisations, including other schools.
12. **Former parents:** As a former parent of a student at the School we hold items of personal data about you. Some of this personal data will have been collected from you when you enrolled your child at the school and will be transferred to our alumnae database.
13. Personal data that may be collected, used, stored and shared (when appropriate) about you includes, but is not restricted to:
  - Contact details (name, address, email, telephone)
  - Professional details, including your occupation, employer, nature of business, employer location, if you have chosen to tell us
  - Information indicating if you or your company would be willing to support the school with Careers Education or through providing matched funding for fundraising
  - Records of any donations you have made to the School through the Support Tiffin Girls' School Company
  - Bank details and other financial information, if you make any payments or donations to the School

#### **Why the School collects and processes alumnae and former parents data**

14. The School uses the data listed above to:
  - Help you keep in touch with school friends, provide opportunities for professional networking and to facilitate interaction between members of the School community
  - Offer enrichment and career development opportunities to current students, including work experience placements, participating in career events for students (e.g. Tiffin Talks)

- Raise funds so that we can continue to improve the experience students have at the school
  - Keep you informed of alumnae and friends events and reunions you may be interested in, and in relation to your attendance at those events
  - Keep you up to date with School news, including sending you alumnae and friends newsletters
  - Help us promote the School, including using photographs or videos in our publicity and on our social media platforms and website, to show prospective parents and students what we do here
  - Keep you safe and comfortable while attending alumnae and friends events
  - Tailor the communications we send to you, to ensure they are appropriate and relevant
  - Keep accurate contact information for alumnae and their parents
- 15.** Where you have given your consent to do so, the School may send you marketing and/or fundraising information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw your consent at any time by emailing the School via [development@tiffingirls.org](mailto:development@tiffingirls.org)
- 16.** The School does not currently process any personal data through automated decision making or profiling. If this changes in the future, any relevant privacy notices will be amended in order to explain the processing to you, including your right to object to it.

#### **The School's lawful basis for using this data**

- 17.** The School's lawful basis for processing your personal data for the purposes listed in paragraph 14 above is in accordance with the legitimate interests basis – where there is a minimal privacy impact and the School has a compelling reason, including:
- Maintaining relationships with alumnae and the school community
  - Maximising opportunities for students past and present to benefit from the expertise of our school community.
  - Enabling former students to keep in touch with their school friends and teachers, socialise and network professionally.
  - Publicising and promoting the School in effective ways utilising all appropriate communications channels, using photographs, videos and images in our publicity and on our social media platforms and website.
  - Raising funds to benefit school life and improve the school infrastructure
  - Confirming the identity of prospective donors and their background and donor due diligence.
  - Promoting the objects and interests of the School. This includes fundraising and using photographs of you at our School events in promotional material.
  - Protecting the School's reputation
- 18.** Some special categories of personal data, such as information about health or medical conditions, are processed to comply with health and safety obligations.

#### **Collecting this data**

- 19.** The School collects information in a variety of ways, for example, through:
- Correspondence sent directly to the Development Manager e.g. emails with updated contact information
  - The School's student information management system, SIMS
  - Information collected when leaving the school e.g. university destinations
  - Donation forms and data collection forms sent to the School

## **Storing this Data**

20. The School will keep personal information about you in line with how long it is necessary to keep for a legitimate reason.
21. In exceptional circumstances, we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.
22. The School has put in place appropriate security measures to prevent your personal information from being accidentally lost, accidentally destroyed, used or accessed in an unauthorised way, altered or disclosed.
23. Where the School engages third parties to process personal data on its behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, the School ensures encrypted devices, passwords, virus protection and appropriate firewalls are utilised.

## **Data Sharing**

24. The School does not share information about you with any third party without your consent unless the law and our policies allow us to do so.

## **Transferring data internationally**

25. With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.
26. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.
27. Our servers and storage systems are based in the UK, the EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect your personal data.

## **Your rights regarding personal data**

28. Individuals have a right to make a subject access request to gain access to personal information that the School holds about them.
29. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
  - Object to the use of your personal data
  - Prevent your data being used to send direct marketing
  - Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
  - In certain circumstances, be notified of a data breach
  - Make a complaint to the Information Commissioner's Office
  - Claim compensation for damages caused by a breach of the data protection regulations

30. To exercise any of these rights, please get in touch with our Data Protection Officer. See below for contact information.
31. If you have a concern about the way we are collecting or using your personal data, please raise your concern with the School in the first instance by contacting our Data Protection Officer. We take any complaints about our collection and use of personal information very seriously.
32. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/> or call 0303 123 1113 or write to ICO, Wycliffe House, Water lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

33. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Emma Kilburn  
Deputy Headteacher and Data Protection Officer  
The Tiffin Girls' School  
Richmond Road  
Kingston upon Thames  
Surrey KT2 5PL  
020 8546 0773      [dataprotection@tiffingirls.org](mailto:dataprotection@tiffingirls.org)