

Privacy Notice for the 1248 Society:

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Simon Langton Grammar School for Boys collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the Data Protection Act 2018 and General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

(How we use your information)

The categories of information that we may collect, process, hold and share include:

- Personal information (such as name, status e.g. alumnus, ex-governor etc., address, email, telephone number, the year you joined the school, the year you left the school, method of payment, if you have children at the school, details of your donations paid and bank details where provided, and gift aid authorities).

Why we collect and use this information

We use your data to:

- To maintain a membership list
- To send you Langton News and other notices intended for members
- To email you to keep you up to date with school projects, events and fundraising;
- Organise annual general meetings;
- Organise dinner events;
- Organise alumnus meetings;

The lawful basis on which we process this information

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- Processing is necessary for compliance with a legal obligation to which the school is subject.

Storing this information

We hold your Information until you no longer wish to be a member of the 1248 society. However, we may also keep your information if this is necessary in order to comply with our legal obligations.

Who we share this information with

We do not share information about you with any third party without explicit consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- Security organisations – to ensure the safety and welfare of pupils, staff, visitors and guests
- Emergency Services – to ensure the safety and welfare of our guests and to meet any legal obligations and to ensure the safety of the whole school community
- Our senior leadership team when making decisions regarding fundraising events and marketing campaigns
- Our finance team when collecting payments

Requesting access to your personal data

Under data protection legislation, lettings guests have the right to request access to information about them that we hold. To make a request for your personal information, contact the Data Protection Officer - sdodds@thelangton.kent.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Steven Dodds, Data Protection Officer at the school sdodds@thelangton.kent.sch.uk