

## **Coloma Convent Girls' School – Privacy Policy**

Coloma Convent Girls' School maintains a database of alumnae, friends, supporters, staff, governors and parents in order to stay in touch with our community and keep you updated about news, events, careers initiatives and fundraising activities.

We are committed to protecting and respecting your privacy and this Policy sets out what information we collect about you, where and how we use (“process”) it.

We may change this Policy from time to time. If we make any significant changes we will advertise this on the website or contact you directly with the information. Please check this page occasionally to make sure you are happy with any changes.

If you have any questions about this Policy or concerning your personal information, please contact our Data Protection Officer at the main school address.

For the purposes of the General Data Protection Regulations (GDPR) and any subsequent UK legislation covering data protection, the Data Controller is Coloma Convent Girls' School.

### **What type of personal information we collect**

The information we have about you depends on where we collect it, but may include:

- First name
- Last name
- Email
- Address
- Photographs
- Gender
- Date of birth
- Family relationships
- Years at Coloma
- Higher education and work details
- Participation in our events, emails, competitions, surveys and other activities
- Donations made to Coloma
- Geo-location data (your geographical location based on your IP address)
- A record of payments made via the website (but we do not store your credit/ debit card details as these are processed securely externally by a third-party payment provider) which could include event tickets, shop purchases or online donations
- Consent options and communication preferences
- Content (such as announcements, stories, photos, documents, comments, events, jobs) that you provide to us.

### **Where we collect information from**

We collect personal information when you:

- Complete and submit the online form.
- post content on websites and social media sites managed by Coloma Convent Girls' School
- take part in an event
- attend a meeting with us and provide us with information
- contact us in any way including online, email, phone, SMS, social media or post
- leave Coloma and we transfer some basic details about you from the main Coloma Convent Girls' School database into our alumnae database

### **How we use your information**

We will use your personal information in a number of ways, always with a legal basis for processing your data. These may include:

- providing you with the information or updates that you have asked for
- sending you communications (with your consent if required) that may be of interest, including invites to events, newsletters and fundraising campaigns
- delivering our obligations under any contract between us
- seeking your views on the services or activities we carry out, so that we can make improvements
- updating our database records and ensuring we know how you prefer to be contacted
- analysing your engagement with our website and other content to help us improve our services for you
- running our mentoring programme/ club activities/ reunion events/ sports fixtures

### **Our legal basis for processing your information**

The use of your information for the purposes set out above is lawful because one or more of the following applies:

- you have given us your consent for the information to be used
- it is necessary for us to hold and use your information to carry out our obligations under a contract entered into with you
- it is necessary for our legitimate interests to hold and use your information and we are not impacting your privacy by doing so

### **Updating your consent preferences**

If we are using consent as our legal basis for processing your data, we must have an explicit “opt-in” from you for this specific type of processing.

If we are using legitimate interests as our legal basis for processing your data, we will process your data responsibly in a way that you would reasonably expect, and you can opt-out at any stage by emailing [community@coloma.croydon.sch.uk](mailto:community@coloma.croydon.sch.uk)

If you click ‘unsubscribe’ at the bottom of one of our emails sent you will be automatically opted-out of these types of email communications in the future.

If you want to contact us about your consent preferences please

contact [community@coloma.croydon.sch.uk](mailto:community@coloma.croydon.sch.uk)

## **How we keep your information safe**

We understand the importance of keeping your personal information secure and take appropriate steps to safeguard it.

We always ensure only authorised persons have access to your information, which means only our approved employees and contractors.

No data transmission over the internet can be guaranteed to be completely secure. So, whilst we strive to safeguard your information, we cannot guarantee the security of any information you provide online and you do this at your own risk.

## **Who has access to your information?**

Authorised employees of Coloma Convent Girls' School

Third parties who may provide services for us, for example

- Contractors providing services to you on our behalf or services to us (our 'data processors').
- Third parties if we run an event in conjunction with them and have a reason to share this such as names for a register.

We select our third-party service providers with care. We provide these third parties with the information that is necessary to provide the service and we will have an agreement in place that requires them to operate with the same care over data protection as we do.

## **Keeping your information up to date**

Please would you let us know if your contact details change. You can update your details by contacting us at [community@coloma.croydon.sch.uk](mailto:community@coloma.croydon.sch.uk).

## **Cookies**

Some information and data may be automatically collected through the use of cookies on our website. Cookies are small text files employed on the website to recognise repeat users and allow us to observe behaviour and compile aggregate data in order to improve the user-experience we provide for our website visitors.

The law states that we can store cookies on your machine if they are essential to the operation of the website, but that for all others we need your permission to do so.

The list below explains the cookies we use and why:

<b>Cookie Description</b>	<b>Name</b>	<b>Purpose</b>
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Session Cookie	[Organisation]_Member_Code [Organisation]_PyroCMS	Used to remember you as you travel from page to page in a single session (without leaving the website) in order to provide a continuous and unified experience
Functional Cookie	[Organisation]_Identify	Used to remember your login details when you return to the website after previously logging out, by storing them in your browser. This cookie is turned off by default and is only activated when you select the 'Remember Me' check box during login.

### **Opting out of cookies**

If you do not wish to receive cookies from us or any other website, you should be able to turn cookies off on your web browser: please follow your browser provider's instruction in order to do so. Unfortunately, we cannot accept liability for any malfunctioning of your computer or its installed web browser as a result of any attempt to turn off cookies.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

### **How long we keep your information for**

We will hold your personal information for as long as it is necessary for the relevant activity.

Where we rely on your consent to contact you for direct email marketing/ fundraising purposes, we will treat your consent as lasting only for as long as it is reasonable to do so. We may periodically ask you to renew your consent.

If you ask us to stop contacting you, we will keep a record of your contact details and limited information needed to ensure we comply with your request. If you ask us to remove your personal data from our database we will delete all the information we hold out apart from your name and the dates that you attended Coloma Convent Girls' School and archive your record in our database.

### **Your rights**

You have the right to request details of how we use your personal information through making a subject access request. Such requests have to be made in writing by contacting the Data Protection Officer at the address on the 'Contact' page.

You also have the following rights:

- to request rectification of information that is inaccurate or out of date;
- to erasure of your information (the “*right to be forgotten*”);
- to restrict the way in which we are dealing with and using your information;
- to request that your information be provided to you in a format that is secure and suitable for re-use (the “*right to portability*”);

- in relation to automated decision making and profiling.

All of these rights are subject to certain safeguards and limits or exemptions. To exercise any of these rights, you should contact our Data Protection Officer at the main Coloma address.

If you are not happy with the way in which we have processed or dealt with your information, you can complain to the local regulator – in the UK this is the ICO. Further details about how to complain can be found [here](#).

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This Policy was last updated in Jan 2023