

# **RAYNES PARK FORMER PUPILS' SOCIETY (RPFPS)**

## **PRIVACY POLICY**

### **WHAT THIS PRIVACY POLICY COVERS**

This Privacy Policy describes how we obtain and use your personal data, why we are allowed to do so by the law, who has access to your personal data and what your rights are.

### **PERSONAL DATA WE MAY COLLECT AND WHY**

We collect personal information whenever a member joins the Society:

- your name
- your gender,
- your date of birth,
- your home address, email address and phone number,
- the years you were at the School, your house and achievements,
- your type of membership and involvement in particular teams, for example the Golf Society and/or Cricket Society.

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership. This includes:
  - taking payments;
  - communicating with you;
- As required as per (c)(iv) of our Constitution we are to keep a register of Members, their addresses and achievements. We therefore have a legitimate interest.

### **HOW WE USE YOUR PERSONAL DATA**

We provide you with notification of events that we hold and provide regular updates on the Society.

We maintain our records to ensure the information we hold about you is kept up to date and accurate.

We use the personal data we hold about you to help us respond to any enquiries, a common one being to connect former pupils that attended the School at the same time.

## INFORMATION SHARING AND DISCLOSURE

We do not rent, sell or share personal information about you with other people or nonaffiliated companies except to provide products or services you've requested, when we have your permission.

## HOW LONG WE KEEP YOUR PERSONAL DATA FOR

As per (c)(iv) of our Constitution we are to keep a register of Members, their addresses and achievements. We will retain this information until the Society is dissolved.

## YOUR RIGHTS

You have the following rights regarding your personal data:

### Rights

### What does this mean?

1. Rights to be informed  
You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights. This is why we are providing you with the information in this Privacy Policy.
2. Right of access  
You have the right to obtain access to your personal data (if we are processing it) and certain other information (similar to that provided in this Privacy Policy). This is so you are aware and can check that we are using your personal data in accordance with data protection law.
3. Right to rectification  
You are entitled to have your personal data corrected if it is inaccurate or incomplete.
4. Right to erasure  
This is also known as 'the right to be forgotten' and, in simple terms, enable you to request the deletion or removal of your personal data where there is no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
5. Right to restrict processing  
You have the right to 'block' or suppress further use of your personal data in certain circumstances. When processing is restricted, we can still store your personal data, but may not use it further.
6. Right of data portability  
You have the right to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances. In addition, where certain conditions apply, you have the right to have such information transferred directly to a third party.
7. Right to object to processing  
You have the right to object to us processing your personal data for our legitimate business interests or for direct marketing purposes (including in each case any related profiling).
8. Right to withdraw consent to processing  
If you have given your consent to us to process your personal data for a particular purpose (for example, direct marketing), you have the right to withdraw your consent at any time (although if you do so, it does not mean that any processing of your personal data up to that point is unlawful).
9. Right to make a complaint to the data protection authorities  
You have the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy with how we have handled your personal data or believe our processing of your personal data does not comply with data protection law.

## **CHANGES TO THIS PRIVACY POLICY**

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our web site.

## **PRIVACY SUPPORT AND CONTACT INFORMATION**

If you have any questions or suggestions, please contact us by using the online form under “The Committee”.

If you are not satisfied with our response to any enquiries or complaint or believe our processing of your personal data does not comply with data protection law, you can make a complaint to the Information Commissioner’s Office (ICO) by:

- writing to: Information Commissioner’s Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF;
- calling: 0303 123 1113; or
- submitting a message through the ICO’s website at: [ico.org.uk](http://ico.org.uk)