

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.

Organising social and cultural events for alumni and the school community all over the world.

Raising funds to benefit school life, improve the school infrastructure and provide fee-support via bursaries and scholarships.

Confirming the identity of prospective donors and their background and donor due diligence, in line with our fundraising and donations acceptance policies.

Promoting the objects and interests of the School.

The School's pupil management system, ISAMS T

Data will not be disclosed to external organisations other than those acting as agents for the school, with whom the school has data sharing agreements. The school does not sell or swap any of its data to third parties and does not allow its agents to provide its data to third parties.

HOW LONG WE KEEP PERSONAL DATA

In all cases, the School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate reason. If you have any specific queries about how this policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Alumni and Development Office. However, please bear in mind that the School may have lawful and necessary reasons to hold on to some data.

KEEPING IN TOUCH AND SUPPORTING THE SCHOOL

In order to keep our community informed of news from the School and its activities, we contact alumni, current parents and past parents from time-to-time. This may be in the form of a monthly e-newsletter, annual magazine, direct personalised contact (i.e. email, telephone), letters and event invitations.

If, at any time, you do not wish to hear from us about a particular matter, via a certain communication channel, or indeed at all, you can let us know at any time by contacting development@caterhamschool.co.uk

YOUR RIGHTS

Rights of access

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or have it transferred to others, or for the School to stop processing it - but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, should put their request in writing to the Finance Bursar.

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time limits (which is generally one month, but actually fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

The School will be better able to respond quickly to smaller, targeted requests for information made during term time. If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider or require a reasonable fee for the administrative costs of complying with the request, or in certain cases refuse the request (but only where Data Protection Law allows it, and in accordance with relevant regulatory guidance).

Requests that cannot be fulfilled

You should be aware that GDPR rights (including the right of access) are limited to your own personal data, and certain data is exempt. This will include information which identifies other individuals or information which is subject to legal privilege for example legal advice given to or sought by the School or documents received in connection with a legal action.

You may have heard of 'the right to be forgotten'. However, we will sometimes have compelling reasons to refuse specific requests to amend or delete or stop processing your personal data; for example, for a legal requirement or where it falls within the legitimate interest identified in the Privacy Notice. Generally, if the School still considers the processing of the personal data to be reasonably necessary, it is entitled to continue. All such requests will be considered on their own merits.

DATA ACCURACY AND SECURITY

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible.

SPECIAL CATEGORY PRIVACY NOTICES

This Privacy Notice is accompanied by supplementary privacy notices for Pupils (under 12 years and over 12 years), Parents and Staff.

CONTACT DETAILS FOR THE ALUMNI AND DEVELOPMENT OFFICE

Email: development@caterhamschool.co.uk

Tel: 01883 335111

Last Reviewed Date: September 2021