



# THE DOWNS MALVERN

## THE DOWNIAN SOCIETY MEMBERSHIP DATA PROTECTION POLICY

**Revised: 23 June 2018**

### 1. Why the Society holds information on our members

Besides being able to contact all our members and maintain the subscription list, the Downian Society also:

- Maintains historical records of the School, Society and participating individuals.
- Organises events.
- Helps Old Downians to get in touch with each other.
- Helps with school fundraising, event organisation and related matters.

### 2. Data we hold

Unless you specifically ask us not to we will always try to hold your:

Contact details: Name, address and email address.

Dates of birth, of joining and of leaving The Downs Malvern.

Relation to any family members involved in the school, in whatever capacity.

Destination school after leaving The Downs

We may also periodically ask your consent to hold data on any response you make, including financial data, whenever we or the School make a particular appeal or you make a gift of any description to the School or to the Society. As of 2018, we will not hold data on new appeals or gifts unless we obtain your written permission. For this purpose we regard an email as sufficient to give consent, provided it is not received in suspicious circumstances.

### 3. How your data will be used

The Society may use your data:

- To contact you by mail or email.
- In relation to activities of The Downian Society, including discussions in Committee, distribution of the newsletter, appropriate school publications and notification of member events, programmes and such matters.
- In relation to activities at The Downs Malvern including, but not necessarily limited to, events and fundraising programmes. For example you may be invited to make a donation or to contribute to a fundraising scheme.
- To seek your consent to use it for any other purpose deemed beneficial to the School or to the Society in accordance with our data protection statement.

We will not share your data with any organisations or individuals, even with other members of the Society, without your express consent, except as required to by law. For example, if another member wishes to contact you, we will forward you their message including any contact details provided, and it will be up to you whether you wish to respond.



4. Data retention

Current data on a member will be maintained throughout their life.

Historical data on past members may be retained indefinitely at the Society's discretion. This will exclude private matters and material deemed to be of no historical significance.

5. Your rights

You have the right to object to the use of your data as above, by contacting the School Secretary, telephone (01684 544102), or the Secretary of The Downian Society, e-mail [downiansociety@thedowns.malcol.org](mailto:downiansociety@thedowns.malcol.org) . In particular you may:

- Object to the use of particular data for particular purposes.
- Require the updating or removal of any particular data in our database.

The Society will endeavour to respond to any reasonable request for a change to your data as soon as is practicable. In some cases, such as a photograph of an unidentified child, full compliance may not be possible.

6. Management of your data

The officers of the Society are responsible for the collection, processing, management, and use of your data. We have to follow strict data protection principles and we will ensure that your data is:

- handled according to your data protection rights
- accurate
- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- kept for no longer than is absolutely necessary
- kept safe and secure
- not transferred outside the UK without adequate protection