

OLD EDWARDIANS' ASSOCIATION

Privacy Policy

Commensurate from 25th May 2018 the law on the collection, protection and the dissemination of personal data was revised. The General Data Protection Regulation (GDPR) is a new, Europe-wide law that replaces the Data Protection Act 1998 in the UK and supersedes the UK Data Protection Act 1998 (DPA 1998). The Regulation sets out requirements for how organisations need to handle personal data.

The Old Edwardians' Association adheres to the requirements of the legislation which outlines Six Data Principles.

The 6 GDPR Data Principles

1. Personal information shall be processed lawfully, fairly and in a transparent manner.
2. Personal information shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Personal information shall be adequate, relevant, and limited to what is necessary
4. Personal information shall be accurate and, where necessary, kept up to date
5. Personal information shall be retained only for as long as necessary.
6. Personal information shall be processed in an appropriate manner to maintain security.

How we store your personal information

Your contact information is securely stored. We do not share any contact information with any third party.

We use the information that you have given us in order to

- Enable your participation in any of the Association objectives
- Collect your donation and/or sponsorship
- Promote the work of the Old Edwardians' Association in support of fund-raising
- Keep you updated on success stories and other news relevant to the work of the Old Edwardians' Association or King Edward VII School, Sheffield
- Enable accurate communication with you

Your Data Protection Rights

Under data protection law, you have rights including:

- Your right of access: You have the right to ask us for copies of your personal information.

- Your right to rectification: You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure: You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing: You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing: You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability: You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Complaints

If you have any concerns about our use of your personal information, you can make a complaint to us at info@old-edwardians-sheffield.com

You can also complain to the Information Commissioners Office if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>