



Lancaster Girls' Grammar School

Alumnae Data Protection Statement

As a former student at LGGS we would like to stay in touch with you so that we can send you news about the school, invite you to future events and inform you of our fundraising activities.

To do this we need to hold and process your personal data. This document explains what data we hold and how we will use it and gives you choices for how you wish to be contacted in future.

Personal data that we hold

We may hold information relating to you from a number of sources. Most of this will have been provided by you, or by your parents, as part of your student record. This will include:

- Your contact details (we will update these whenever you let us know that they have changed)
- Details of your education and career (eg. your courses and qualifications, dates of study, your destination and career on leaving LGGS)
- Unique personal identifiers (eg. date of birth, admission number)
- Your communication preferences, to help us provide tailored and relevant communications
- Details of key events / student roles at LGGS – (eg. Leadership team membership, sporting or musical achievements)
- Information about your areas of interest and extra-curricular activities
- Photographs of you participating in school events and activities

We are required by law to hold most of this information until your 25th birthday, but we require your specific consent to use it in the future. We will retain your data indefinitely in support of your lifelong relationship with LGGS, or until you request otherwise. Where you exercise your right to erasure we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future and to maintain your academic record for archive purposes. We may also need to retain some financial records about you for statutory purposes (eg. Gift Aid and accounting matters)

How we use your data

Your data is used by us for a number of purposes; to support the development of our alumnae network, for alumnae communications and for fundraising. These include:

- Sending you publications (eg. alumnae newsletters and updates about the school)
- Inviting you to alumnae events and other school events
- Sending you information about appeals and requests for donations

Communications to you may be sent by post, telephone or electronic means (usually by email), depending on the contact details we hold, the consent that you have provided, and the preferences expressed by you about the types of communications you wish to receive.

In addition photos of you whilst a student at LGGS may continue to appear in school, on the school website or in school publications and may be used in future alumnae or archive publications.

We will always respect a request by you to stop processing your personal data.

When we share your data with others

Current legislation requires us to share data relating to your education and attainment with the Department for Education. We do not share alumnae data with any other parties unless required by law.

How we protect your data

Data is kept securely on the school site and on secure IT systems.

We do not sell your personal data to third parties under any circumstances.

We may facilitate communication between individual alumnae, but in doing so we do not release personal contact details without prior permission.

Your rights

You have the right to:

- ask us for access to, or rectification or erasure of your data
- restrict processing (pending correction or deletion)
- object to communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability)

Many of these rights are qualified in various ways.

The controller for your personal data is Lancaster Girls' Grammar School and we can be contacted at lggs@lggs.lancs.sch.uk

Our Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data and can be contacted at dpo@lggs.lancs.sch.uk

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Please complete and return the attached Contact and Consent Form. To make any changes to your details or your contact preferences in future, please contact alumnae@lggs.lancs.sch.uk