



## PRIVACY NOTICE SUMMARY FOR ALUMNAE

### Key Information

This summary notice contains the key information about how and why we collect your personal information and what we do that information. The full version of the Privacy Notice is on the school website.

Personal information is information that identifies you and relates to you. For example, contact information and details of career skills. Photographs and videos of you also count as your personal information.

Our primary reason for using your personal information is to maintain relationships and grow the wider Woldingham School community through the provision of an Alumnae group. We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- We collect information about you from your time at school. Your contact information is used to establish the relationship with the Alumnae group.
- We may share your information to manage relationships with alumnae and the wider school community. This can include Alumnae events, Year Group meetings, direct marketing, fund raising activity and careers support (such as requesting speakers at Careers events).
- Sometimes we get information from third parties or may gather information from publicly available sources for the purposes of donor due diligence, confirming identity and interests of prospective donors. This information allows us to focus conversations about fund raising and volunteering to give the best possible experience to our donors and potential donors.
- We will send you information to keep you up to date with what is happening at the school. For example, by sending you information about events and activities taking place (including fundraising events) and the school newsletter. If you have any questions about how we use your personal information, please contact our Privacy Officer (contact details in the Privacy Notice on the school website).