



## DATA PROTECTION INFORMATION DEVELOPMENT AND ALUMNI RELATIONS

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This statement explains how Mount Kelly handles and uses data we collect about past and present pupils, past and present parents and our past, current and potential supporters and should be read in conjunction with the School's Privacy Notice.

In broad terms, we use (or "process") your data to keep in touch with you as members of the Mount Kelly community and supporters, in order to keep you apprised of our activities and developments, to provide services to you, and to identify ways in which you can support us, through donations and/or other forms of financial and non-financial support.

### **How the School uses your data**

Your data is used by us for a number of interdependent purposes, including alumni relations, communications and fundraising. These include:

- invitations to OMK and School events,
- publications, surveys,
- appeals and requests for donations, including research on when and whether particular activities and appeals may be of interest to you, the promotion of the aims, ideals and interests of the School and Old Mount Kelleians ("OMK"), School and OMK events.

Communications to you may be sent by post, telephone or electronic means, depending on the contact details we hold and, if applicable, the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

### **What data is held by the School**

The School hosts and maintains a database which is shared with the Development and Alumni Office: additionally, we maintain other electronic and paper records.

**Most OMK records contain:**

- details of your School, College and University education,
- unique personal identifiers (e.g. student number, date of birth), and
- your contact details

**We also record:**

- your invitations to and attendance at School and OMK events,
- other contact with the School or the OMKs,
- your key relationships with other Mount Kelleians or supporters of the School
- your career and other life achievements,
- donations made by you to the School,
- information about your areas of personal interest,
- personal data provided by you for a specific purpose or purposes (for example, disability, catering preferences or lifestyle status for event management), and
- your communication preferences (if these have been provided)

Where data is included from sources external to the School we only use data from reputable sources (including LinkedIn details published by you, family members, honours lists and publications to which you have contributed).

Depending on constraints set by you, and which you may change at any time, and your geographical location, we may share data with a registered OMK volunteer so we can inform you of activities and invite you to events in your region.

Any data sharing will be done on a considered and confidential basis, where appropriate, with:

- volunteer partners closely related to us (e.g. Bursary Fund Committee members, specific alumni event organisers), and
- contractors providing services to you on our behalf or services to us (our “data processors”).

We do not sell personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

We facilitate communication between individual Old Mount Kelleians. Where contact is requested by one OMK for another we always check with that individual that details can be released to the other. We do not release personal data without consent.

## **Your rights**

The legal basis for processing your personal data is your consent, where you have provided this, and otherwise our legitimate interest.

You have the right to withdraw your consent at any time. There is no statutory or contractual requirement for you to provide us with any personal data.

In addition to the rights outlined above, you have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data electronically to a third party (data portability).

We will retain your data indefinitely or until you request us to do otherwise. We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

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

## **Questions and further statutory information**

The controller for your personal data is the Mount Kelly Foundation, and we can be contacted at [alumni@mountkelly.com](mailto:alumni@mountkelly.com).

The Privacy Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, and can be contacted at [privacy@mountkelly.com](mailto:privacy@mountkelly.com).

Please contact us through the address given above if you have any concerns or questions about the above information. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with your specific request.

Where you opt out of all future communications or exercise your right to erasure, we will continue to maintain a core set of personal data (name, matriculation and graduation details and date of birth) to ensure we do not contact you inadvertently in future, while still maintaining our record of your academic achievements. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).