



DATA PROTECTION INFORMATION DEVELOPMENT AND ALUMNI RELATIONS

1 Introduction

- 1.1 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.
- 1.2 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.

2 How the School uses your data

- 2.1 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.
- 2.2 Communications may be sent by post, telephone or electronic means, depending on the contact details we hold and your communication preferences. You may update your preferences or opt out of fundraising and marketing communications at any time by contacting us using the details below.
- 2.3 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.

3 What data is held by the School

- 3.1 The School hosts and maintains a database which is shared with the Development and Alumni Office: additionally, we maintain other electronic and paper records.
- 3.2 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)

- 3.3 Where data is obtained from sources external to the School, we will only use information from reputable and publicly available sources or information provided by third parties with whom we have a legitimate reason to engage. Such sources may include publicly available professional profiles, honours lists, published articles, biographical information and information supplied by family members or other members of the Mount Kelly community.
- 3.4 Mount Kelly does not undertake solely automated decision-making that produces legal or similarly significant effects in relation to alumni or supporter records. Any assessment of potential supporter interest is carried out by appropriately authorised staff and is not based solely on automated processing.
- 3.5 Subject to your communication preferences and any restrictions you have requested, we may share limited personal data with registered OMK volunteers to enable us to inform you about activities and invite you to events in your region.
- 3.6 Any data sharing will be undertaken on a confidential and need-to-know basis and only where necessary to support alumni relations, fundraising activities or event administration. Personal data may be shared with:
- approved volunteer partners closely associated with Mount Kelly (for example, Bursary Fund Committee members or alumni event organisers)
 - contractors and service providers acting on our behalf (our "data processors"); and
 - professional advisers or regulatory bodies where required by law or to protect the legal interests of the Foundation.
- 3.7 Some of our service providers may process personal data outside the United Kingdom. Where this occurs, Mount Kelly will ensure that appropriate safeguards are in place in accordance with UK data protection legislation to protect personal data.
- 3.8 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.
- 3.9 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.

4 Your rights

- 4.1 We process alumni and supporter personal data primarily on the basis of our legitimate interests in maintaining relationships with former pupils, parents, donors and supporters, promoting the aims and interests of Mount Kelly, organising events, administering alumni relations activities and carrying out fundraising activities.
- 4.2 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.
- 4.3 Subject to applicable legal exemptions, you have the right to:
- request access to your personal data;
 - request correction of inaccurate or incomplete personal data;
 - request erasure of personal data in certain circumstances;
 - request restriction of processing;
 - object to processing carried out on the basis of legitimate interests or for direct marketing purposes; and
 - request portability of personal data where applicable.
- 4.4 We retain alumni records for as long as we consider individuals to remain members of the Mount Kelly community and where doing so supports our legitimate interests in maintaining historical records, alumni engagement and fundraising activities. In view of the longstanding nature of alumni relationships, some records may be retained indefinitely unless an individual exercises applicable rights or retention is no longer considered necessary.
- 4.5 We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.
- 4.6 You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

5 Questions and further statutory information

- 5.1 The controller for your personal data is the Mount Kelly Foundation. For alumni and supporter enquiries, we can be contacted at alumni@mountkelly.com.
- 5.2 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
- 5.3 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.
- 5.4 Where you opt out of all future communications or exercise your right to erasure, We will continue to maintain a limited core set of personal data (such as name, matriculation and graduation details and date of birth) where this is necessary to

- maintain the historical record of attendance and academic achievements;
- ensure that we do not inadvertently contact individuals who have opted out; and
- • comply with legal or regulatory obligations.