

LATYMER OLD STUDENTS' ASSOCIATION - PRIVACY NOTICE

WHO WE ARE

The Latymer Old Students' Association (LOSA) ("the Association") holds certain personal information (known as "personal data") about those who support us in our work. Most of the personal data we hold and process will be personal data (in other words, it is information from which you as an individual can be identified).

LOSA's address is:

Latymer Old Students' Association
The Latymer School
Edmonton
London N9 9TN

OUR DATA PROTECTION OBLIGATIONS TO YOU

We will collect, store, and process personal data about individuals such as those who support our work, and recognise the need to treat personal data in an appropriate and lawful manner in accordance with the applicable data protection laws.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

Depending on the circumstances we may hold some or all of the following information about you:

- Your name, and previous name where applicable
- Dates as a student at The Latymer School, and school house
- Your last known home address, email and telephone number
- Details of LOSA membership
- Basic qualification / career details
- Cross reference with other Latymerian relatives
- Attendance at recent LOSA functions

HOW DO WE USE THAT INFORMATION

We need to hold and process your personal data, as it is needed by us to administer the Association and help keep former pupils in touch with each other through our newsletter and social events. In legal terms that means that we have a legitimate interest in processing the information for this purpose. Personal data is held on paper and on computer systems. As the “data controller” under the data protection laws, we must process this information fairly and lawfully.

Securing information

We are committed to keeping your personal information secure. We have put in place physical, electronic and operational procedures intended to safeguard and secure the information we collect.

When we collect your information

Information about you is collected when you engage with the Association either by contact, submitting a query or enquiry, making a donation or participating in any activity, arranged by or involving the Association. We may collect information about you from the school or other people or groups (e.g. The Latymer Foundation) when you are named in an application form or when we process a document received from you.

PRIVACY NOTICE

By providing your information to the Association you consent to the use of your data and information. If we make any change to any of the ways we process personal information we will update this notice on the school website at www.latymer.co.uk/privacynotice so please check regularly for updates.

WHO DO WE SHARE IT WITH?

We are not allowed to share personal data about you with other organisations and people, unless the law allows us to, or it is in our legitimate interest to do so, and you have given your consent. As we need to share information with

others in order to undertake our obligations to The Latymer School, we have a legitimate interest in the sharing of that information.

We share personal information with the following:

- Our Administrator, who is responsible for the day to day administration of the Association on behalf of the Association
- The Association's professional advisors including auditors and lawyers.
- Certain statutory bodies – we can be fined if we fail to provide certain information to these authorities.
- The advisers and printers who help us prepare various communications we send you.
- The Latymer School at Edmonton and The Latymer Foundation at Edmonton, to enable us to manage our relationship with you and to improve and update our records.

Keeping information

We will only keep your personal information for as long as is necessary and in accordance with UK law.

Keeping you informed

The Association would like to let you know about our reunions and other events. From time to time we might contact you (by post, email, phone or SMS text) with information we think might interest you. If you do not wish to receive such information, or at any time change your mind about receiving these communications, please contact the LOSA Administrator.

YOUR RIGHT CONCERNING YOUR PERSONAL DATA

- You have the right to see personal data that is held about you and a right to have a copy provided to you, or someone else on your behalf, in a machine-readable (namely, digital) format.
- If at any point you believe that the personal data we hold about you is inaccurate or wrong, you can ask to have it corrected.
- You can require us to restrict or limit the processing of your personal data in certain circumstances (for example, while a complaint about its accuracy is being resolved).

- You can object to your personal data being processed, although we can override such an objection in certain circumstances.
- Where you have given us your consent to processing your personal data, you can withdraw that consent at any time by notifying us (see “who to contact about your personal data” below).
- You can ask that your personal data is deleted in certain circumstances.

Information will generally be provided free of charge, although we can charge a reasonable fee in certain circumstances.

WHO TO CONTACT ABOUT YOUR PERSONAL DATA

If you wish to:

- See your personal data or exercise any of the rights mentioned above
- OR
- Make a complaint about how we have handled your personal data

Please contact:

Latymer Old Students' Association
The Latymer School
Haselbury Road
Edmonton
London
N9 9TN

Making a complaint to the Information Commissioner's Office (ICO)

The ICO is the UK body responsible for the enforcement of the General Data Protection Regulation and Freedom of Information Act. It is an independent authority that upholds information rights in the public interest and promotes openness by public bodies and data privacy for individuals.

If you are not satisfied with our response to any query you raise with us, or you believe that we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner, whose help line is : 0303 123 1113.

Notice dated First day of April 2018.