



THE ALICE OTTLEIANS AND OLD ELIZABETHANS' ASSOCIATION

Data Protection Statement

The Association maintains records of members for the sole purpose of facilitating communication with its members. In order to comply with Data Protection legislation members must be given the opportunity to object to some or all of the data relating to them being so held and used. The information which may be held, relating to each member is as follows:-

Data that will be available to The Association, the School and all members:

- Name, including maiden name where applicable.
- Gender
- Email address – Public, only available to other members if you have entered this in the online database or if you have requested an Association Official to enter it on your behalf.
- School, RGS or AOS.
- Years at school.

Data that will only be available to The Association and may be passed on to the School with your permission:

- Postal address.
- Email address – Private, only available to The Association.
- Telephone number, landline and mobile.
- Date of Birth.
- Destination after school.
- Notes re interests, occupation and qualifications.
- Links to family members who were also at the School.

All of the above data will be available to each individual member upon logging in to the Association's website and selecting "My Profile". Upon ceasing to be a member any data held will be deleted after six months.

If any member has any objections to this information being held on the membership database, or if they object to this information being made available to other members of the Association, or to the School or if they wish to know exactly what data the Association holds in their record they should write to or email the Membership Secretary (contact details are published in the Association's magazine, The Hole in The Wall, and on the Association's website www.aooe.org.uk).

The membership database is controlled, monitored, updated and used by the Membership Secretary and the Webmaster, who is a member of the Membership Sub-Committee. Your data will never be shared with any other individuals or organisations other than the School or fellow members with your consent.

Changes in Data Protection legislation came into effect in late May 2018 with **General Data Protection Regulation (GDPR)**. This requires greater transparency on what data organisations hold, how long it is held for and how they manage it.