



1. INTRODUCTION

- 1.1 We are proud of Tudor Hall, and the Tudor community and we want to stay in touch. However, we respect your privacy and are committed to protecting your personal information and being transparent about what information we hold and why.
- 1.2 This document outlines how the Development and Alumnae Relations Office at Tudor handles and uses the data it collects and holds on past and present pupils, parents and staff as well as current and potential supporters. This document should be read in conjunction with the School's Privacy Notice for Parents and Students, and the Data Protection Policy.

2. HOW THE SCHOOL USES YOUR DATA

- 2.1 Generally, the Development Office uses your data in order to keep in touch with you as members of the Tudor community, to keep you appraised of our activities and developments, to provide services to you, and to identify ways in which you can support us, through financial and non-financial means.
- 2.2 Activity includes:
 - Invitations to Old Tudorian Association (OTA) and school events
 - The production and circulation of publications (printed and digital) and surveys
 - Promotion of the aims, ideals and interests of the School
 - Appeals and requests for donations, including research on whether particular activities and appeals may be of interest to you, and your capacity to support them
- 2.3 Communications may be sent by post, telephone or by email, depending on the contact details we hold and, if applicable, the preferences expressed by you about the types of communications you wish to receive. We may also place some articles on our website or social media pages.
- 2.4 You can change your communication preferences at any time by contacting OTA@tudorhallschool.com

3. WHAT DATA IS HELD BY THE SCHOOL

- 3.1 The School hosts and maintains a database on behalf of the Development Office and OTA. In the case of recent leavers (OTs up to the age of 25) the School also maintains other paper and electronic records.
- 3.2 Most records usually contain:
 - Details of your school, college and university education including interests and positions held while at Tudor
 - Unique personal identifiers (names and date of birth)
 - Your contact details
- 3.3 We also record:
 - Your invitations to and attendance at School and OTA events
 - Other contact with the School or the OTA
 - Your family links with other Tudorians or supporters of the School
 - Your career and other life achievements

- Donations to the School made by you or associated with you
- Information about your areas of personal interest
- Personal data provided by you for a specific purpose or purposes (for example, catering preferences, or disability for event management)
- Your communications preferences (where provided)
- A photo if you have stored one as part of your on-line profile via the alumnae website

4. INFORMATION REGARDING YOUR DATA

- 4.1 **How we collect data** - We may hold information relating to you from a number of sources. A significant proportion of the information we hold on alumnae and friends is that which you provide us (e.g. when you join the OTA, by completing forms, via the alumnae website or by corresponding with us). For alumnae, some data will be transferred from your pupil record to our database.
- 4.2 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).
- 4.3 **Security and data sharing** - We will respect your personal data and keep it safe.
- 4.4 We ensure that there are appropriate technical controls in place to protect your personal details and our network is protected and routinely monitored. We undertake regular review of who has access to information that we hold, to ensure that your information is only accessible by appropriately trained staff.
- 4.5 Any data sharing will be done on a considered and confidential basis, where appropriate, with:
- 4.5.1 Other employees of Tudor Hall;
 - 4.5.2 Volunteer partners closely related to us (e.g. OTA Committee, specific alumnae event organisers);
 - 4.5.3 Contractors providing services to you on our behalf or services to us (e.g. mailing houses);
 - 4.5.4 When using external companies to process data on our behalf, we do checks on them to ensure that their data protection policy meets our expectations and requirements.
 - 4.5.5 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.
 - 4.5.6 We aim to facilitate communication between individual OTs however we do not release personal details without consent. Where contact is requested by one OT for another we always check with that individual before releasing details.
- 4.6 **Keeping your information up to date** - We really appreciate it when you let us know if your contact details change.

- 4.7 Regular opportunities to update your details are provided via Personal Information Forms (PIFs) in digital and printed communications. OTs may also update their personal details and control some elements of their data by logging on to the OTA website using their personal, secure login.
- 4.8 **Our legal grounds for using your information** - The legal basis for processing your personal data is our legitimate interest. This means that the processing is necessary for legitimate interests except where the processing is unfair to you. We believe that there is a balanced and legitimate interest in our contacting members of the OT community with general news, information about events and development projects. There is no statutory or contractual requirement for you to provide us with any personal data.
- 4.9 **Sending information to other countries** - We may send your information to other countries where:
- 4.9.1 We store information on computer servers based overseas
 - 4.9.2 We communicate with you when you are living overseas
- 4.10 The European Commission has produced a list of countries which have adequate data protection rules.
- 4.11 If the country that we are sending your information to is not on the list or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is the UK. The School will only use processors to store data in such countries if adequate and GDPR compliant measures are in place.
- 4.12 **For how long do we keep your information?** - 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.
- 4.13 **What decisions can you make about your information?** - From May 2018 data protection legislation gives you a number of rights regarding your information:
- 4.13.1 If information is incorrect you can ask us to correct it;
 - 4.13.2 You can also ask what information we hold about you and be provided with a copy. This is known as a Subject Access Request (SAR). We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to. If you request a SAR we have one calendar month to provide you with the information providing the request is reasonable and proportionate;
 - 4.13.3 You can ask us to delete the information that we hold about you in certain circumstances, for example, where we no longer need the information;
 - 4.13.4 You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;

- 4.14 Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- 4.15 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 connection with the School. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).
- 4.16 The Bursar can give you more information about your data protection rights.
- 4.17 **Further information and guidance** - The Bursar is the person responsible at our school for managing how we look after personal information and deciding how it is shared.
- 4.18 Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and, most importantly, treat the information we get fairly.
- 4.19 This notice is to explain how we use your personal information. The Bursar can answer any questions which you may have. Please speak to the Bursar if:
- 4.19.1 You object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
 - 4.19.2 You would like us to update the information we hold about you;
 - 4.19.3 Or you would prefer that certain information is kept confidential.
- 4.20 If you consider that we have not acted properly when using your personal information you should complain in the first instance to the Bursar using either the electronic form provided on the school website or by e-mail him (bursar@tudorhallschool.com) or by telephoning him through the school number (01295 263434). Your complaint will be addressed within 30 days. If you do not feel that this has resolved your complaint you may contact the Information Commissioner's Office - ico.org.uk once the school's internal complaint process has been completed.
- 4.21 The Data Controller is Tudor Hall School at Wykham Park Banbury, Oxfordshire OX16 9UR and is registered with the ICO, registration number Z5684667.

Reviewed by Bursar: June 2026