

# Old Collyerians Association

## Privacy Policy/Data Retention Policy

This Privacy Notice is provided by the Old Collyerians Association (“OCA”). We are the controller of your personal data under applicable data protection laws including the General Data Protection Regulation and Privacy and Electronic Communication Regulation. We determine why and how we collect and use your personal data. The legal basis for processing your personal data is that it is necessary for the pursuit of our legitimate interests, which are to maintain a record of our members and to send them information they have subscribed for eg: our newsletter. This processing is necessary as we cannot achieve the same results in a less intrusive way. We have carried out a balancing test to ensure that the use of your personal data will not override your interests or fundamental rights and freedoms. A copy of our “Legitimate Interest Assessment” is available to view on our website.

Any personal information collected, gathered or processed by the OCA is subject to the terms of this Privacy Policy. All personal information is stored securely and never shared with third parties.

- The OCA only collects and processes personal information about current and former members of the OCA. This information is provided when you complete an application form to join the OCA or when you contact us by email, post, telephone or via our website. We do not use “cookies” on our website.
- All personal information is kept throughout your membership and, to the extent necessary, for such reasonable period after your membership has expired.
- The personal information we collect may include your name, address, telephone number, email address, the years you attended the school or college, your current or past profession and if you are or were previously a member of staff or governor. We also maintain records of your category of membership and your subscription payments.
- The OCA uses the personal information we collect from our members for a range of activities relating to the running of the OCA including the maintenance of records and the provision of membership services such as sending out our newsletter and other notices and organising reunions and meetings.
- Personal information will only be used for purposes consistent with the aims of the OCA.
- The OCA will not sell, distribute or lease members’ personal information to third parties and will only pass on such personal information where we are required by law to do so.
- Members have the right to ask for a copy of their personal information held by the OCA, and also have the right to require the OCA to correct any inaccuracies in such personal information.
- Members have the right to opt out of receiving communications from the OCA at any time.

To request details of the personal information we hold or to opt out of receiving communications from the OCA please contact: [mandscollins@talktalk.net](mailto:mandscollins@talktalk.net)