



The Guild of S. Mary & S. Anne

Privacy Notice

The General Data protection Regulation (GDPR) which came into force on the 25th May 2018 introduced changes to the information that an organisation must provide to individuals relating to how it uses and stores personal data. For the purposes of GDPR the Guild is the Data Controller.

This Privacy Notice is for information only.

How does The Guild collect Personal information?

Information is provided by members when they join The Guild. Additional information may also have been provided by the School (Abbots Bromley School formerly known as The School of S. Mary & S. Anne). Updates to the information maintained are provided directly from the members or via the Executive Committee or Officers of The Guild (eg/ Circle Secretaries). Additional information may be provided by members from the completion of the Guild Questionnaire (optional).

What personal information may The Guild collect about you?

The Guild collects and processes the following categories of personal information:

- Your contact information including name, address, e mail and telephone numbers
- Dates attended Abbots Bromley School and School associated information (House, roles etc....)
- Maiden Name
- Guild specific data (including Circle, subscription to Guild Leaflet, Gift Aid declaration information if applicable)
- Information provided in The Guild Questionnaire (if completed). The completion of this form is optional
- Other Education/Career information (if provided)
- Date of birth, marital status, other family links with school (if provided)

How long will the Guild maintain your data?

The majority of the members have Life Membership and so the Guild will maintain the data until such time as notified of their death, when the data will be archived. For Annual Membership, the data will be maintained until such time as The Guild are advised in writing that the member no-longer wishes to continue their membership. However at any time if a member requires their data to be archived or deleted we will honour such requests.

How may The Guild use your personal information?

The Guild uses your personal information for the purposes of:

- Communicating with you regarding Guild & school reunions, events and activities.
- Complying with our contractual and regulatory obligations. Contractual obligations include sending the Annual Guild Leaflet to those who have subscribed and regulatory obligations in relation to complying with Gift Aid requirements.
- To meet the legitimate interests of the Charity including performing business functions such as keeping up to date and accurate records about your membership.

- Performing our internal business functions including the provision of information to members of the Guild Executive Committee and Officers of The Guild (eg/ Circle Secretaries, Area Links etc...) to enable them to maintain contact with members.
- Providing communications about Guild Projects relating to The Chapel Fund, Pastoral Fund, Charitable Fund and Educational Fund in accordance with the Charitable Objectives of The Guild.
- Providing newsletters.

How does The Guild keep your information safe?

We have taken reasonable steps to ensure that your data is kept safe. This includes regular checking that appropriate physical and technological security processes are in place to protect your data.

Who may The Guild share your information with?

- Executive Committee & Officers of The Guild (For example, Circle Secretaries/Area links)

We may share your data with a third party provider who are contractually providing services to us. The Data will only be shared as required for the service provided to us. For example only address contact information will be provided to a third party provider, for the purposes of mailing the Annual Guild Leaflet or other large bulk communications. A data protection agreement is put in place with any third party provider.

The Guild will never sell your information to anyone.

What are your rights with respect to your personal information?

Under applicable law, you have the right to:

- Ø Request a copy of your personal information/ data we hold about you
- Ø You have the right to have your personal data rectified if it is inaccurate
- Ø You have the right to have your personal data deleted or removed if there is no reason for its continued storage and processing
- Ø You have the right to object to your personal data being processed and to restrict the processing of your personal data in certain circumstances
- Ø Complain to us about how we are processing your data
- Ø Complain to the Information Commissioner's Office if your privacy rights are violated, or if you have suffered as a result of unlawful processing of your personal information

We regularly review and, where necessary, update our privacy information. We will advise you if we make any changes and a copy will be posted on our website, published in the annual Guild Leaflet or made available upon request. If we plan to use data for a new purpose, we would update our privacy information and communicate the changes to individuals before starting any new processing.

Contacts

If you would like to exercise any of the rights you have with regard to your personal information that The Guild maintains please write to:

Guild Development Manager
 Guild of S. Mary & S. Anne
 c/o Abbots Bromley School
 Abbots Bromley
 Staffordshire
 WS15 3BW

gdm@abguild.co.uk