

## St George's Weybridge Development Office Data Protection Statement

All data is securely held by St George's Weybridge Development and Alumni Relations Office under the terms of the Data Protection Act and will be treated confidentially and with the utmost care and respect.

St George's Weybridge is keen to strike a fair balance between your personal privacy and ensuring that you obtain full value from the products and services it provides, whilst ensuring that it complies with all protection that the Data Protection Act 1998 ("the Act") affords to you. St George's Weybridge will hold your personal data securely in accordance with the Act under which it is fully registered.

The School reserves the right to use external vendors to operate its IT environments including the St George's Reunite online community (Potentiality) and the School database to which it is connected. Any or all data provided to the School and/or St George's Reunite online community (Potentiality) might be transported and stored outside the UK, but such movement and storage will be performed under appropriate safeguards and security provisions.

To update your information online, you will need to be registered on the School's alumni portal, St George's Reunite online community (Potentiality). If you would like to change any information that the St George's Development Office database holds on you, but do not wish to create an online community profile, please e-mail your request to [development@stgeorgesweybridge.com](mailto:development@stgeorgesweybridge.com) or telephone +44 1932 839352.

Data that you give to the Development Office, either online via St George's Reunite online community (Potentiality), by email, by telephone or by postal update will be used by School staff, including, but not limited to staff of the Development Office, Careers Office, and Departments and agents contracted by the School for purposes directly related to the interests of the School and/or its alumni and the wider Georgian family. The data will not be disclosed to external organisations other than those acting as agents for the School.

From time to time we may request the prior permission of the Data Subjects to data sharing with other alumni to facilitate the establishment of networking groups. We will always either seek permission to do this on a person by person basis or invite people to network via St George's Reunite online community (Potentiality) – where permissions have already been given.

The data will be used for the following purposes:

- the distribution of School publications;
- the sending of emails, which will be tracked and stored and analysed to ensure that we are better able to tailor our communications;
- School fundraising operations except where the individual has expressed a preference not to be included. Data will be held on individuals who have been identified as existing or potential donors or participants in school fundraising exercises. Where individuals are not alumni, they will be identified using publically available resources or through expressions of interest made by the individual. Contact details and records or any relationship, including financial transactions will be kept by the St George's Weybridge Development Office;
- the promotion of benefits and services;
- notification of events, and of programmes involving academic departments and administrative departments;
- the distribution of information regarding alumni groups;
- the promotion of careers programme/path information;
- requests to complete relevant surveys;
- research and audit purposes
- and for any other use deemed to sit within our data protection statement.

From time to time photographs are taken at events and reunions and used in school publications, both online, for instance on the Reunite website and in our e-communications as well as in printed literature such as the alumni magazine. Such images are retained for historical purposes. If you would prefer for your image not to be taken or used please write to the Development Director, St George's Weybridge, Weybridge Rd, Addlestone, Surrey KT15 2QS, UK or [development@stgeorgesweybridge.com](mailto:development@stgeorgesweybridge.com)

The Data Protection Act gives you the right to object to the use of your data for any of the above purposes. If you do not wish your personal details to be used by the Development and Alumni Relations Office for any or all of the above purposes, you have the right to prevent processing for those purposes at any time. You can also opt out from receiving particular types of communication by writing to the Development Director, St George's Weybridge, Weybridge Rd, Addlestone, Surrey KT15 2QS, UK or [development@stgeorgesweybridge.com](mailto:development@stgeorgesweybridge.com)

If you do not wish your personal details to be held by us we will remove your address and contact details from your record. To do this, please write to Development Director, St George's Weybridge, Weybridge Rd, Addlestone, Surrey, KT15 2QS, UK or [development@stgeorgesweybridge.com](mailto:development@stgeorgesweybridge.com)

Under the Data Protection Act you have the right to be told whether information exists about you, and the right to receive the information. Further information regarding the Data Protection Act and the School's Data Protection Policy can be found here [add link](#).