



Old Victorians' Association Privacy Notice

About This Privacy Notice

The Old Victorians' Association (referred to in this Privacy Notice as the "**OVA**", "**we**" or "**us**") is an unincorporated members association funded by donations/subscriptions.

The purpose of the OVA is to enable Old Victorians (OVs) wherever they are in the world, to maintain lifelong connections with Victoria College and with each other.

In order to enable the OVA to achieve its purpose, it needs to store and process personal information in a number of ways

We may collect personal information about you from a range of sources in the course of you and people and entities connected with you interacting with the OVA. References to "**you**" include all individuals whose personal data we collect, hold and process in the course of operating the OVA.

In collecting, holding and processing your information, we act as a "controller" for the purposes of the Data Protection (Jersey) Law 2018. This means that we are legally responsible for the processing of your information.

However Old Victorians and members choose to stay in touch with us, we will always respect your rights and choices.

Information we collect and how we collect it

The OVA collects specific information about its members and people connected with our members in order to fulfil our purpose.

The information we collect can be categorised as follows:

- Personal details including name, titles, date of birth, school House.
- Preferred contact details such as postal address, email, and phone numbers.
- Marketing and communication preferences which you tell us about.
- Family relationships including any Old Victorian relations.
- Educational information - university attendance but not including academic results.
- School achievements: sports teams and positions of responsibility.
- Business details.
- Membership of any OVA sports clubs or groups.
- Engagement with the OVA and Victoria College eg. event attendance; work experience placements, careers talks.
- Dietary requirements for events.

We collect contact information from students during their final term before leaving to confirm them as an Old Victorian. We continue to collect personal data from OVs when they register for events, volunteering, engaging with our social media channels or otherwise provide us with personal information.

We may also collect information about you as a result of your connection (whether family or professional) with an OV.

We may also try to connect with OVs through social media platforms such as LinkedIn to help us stay in touch and to keep our database up to date. This helps us to capture and collect business details to allow us to send invitations that may be of interest.

How we use your personal information

In order to provide you with a high level of service, we will use your data in a number of ways. The Data Protection legislation requires us to identify the legal basis for carrying out these activities explained as follows:

Legitimate Interest: We have identified these activities as an integral part of your membership with the Old Victorians' Association and as an Old Victorian. Unless you tell us otherwise, we will do the following:

- Maintain a record of your attendance at Victoria College
- Send you the annual magazine The Victorian and other newsletters
- Periodically send you communications that are of interest to maintain your connection with Victoria College
- Send you invitations to
 - events relevant to your time at Victoria College and to your specific interests
 - events relating to OVA activities
- Send you OVA marketing communications
- Track your engagement with the OVA so we can provide you with a better service
- To use anonymised personal data to benchmark our activities

If at any time you want us to stop sending you material or invitations, please contact foundation@vcj.sch.je

Consent: With your permission, we will do the following:

- Record dietary requirements for events
- Pass your information onto OVA clubs and societies you have requested to join
- Pass your information to other OVs

We may also process your personal data for other purposes where we are legally required or permitted to do so.

Retention of your personal information

OVA membership is life-long and so we consider our relationship with our members to be the same.

We must however take into consideration our legal obligations when determining how long we retain your information and will endeavour to review our data regularly to ensure we are not keeping information for longer than required.

We will ensure you are always able to update your information with us and are able to change your preferred communication preferences.

Sharing your personal data

The Data Protection legislation exists to protect the privacy of individuals. The OVA is committed to protecting the privacy of OVs. Note that spouses, parents and friends have no automatic right of

access to your personal data. The general principle is that your personal data will normally only be disclosed outside the OVA with your consent.

However, there are occasions while you are at the school and after you leave when the OVA is obliged by law, or under other obligations, to disclose the personal data to external people or agencies. These are sometimes called third party disclosures. The OVA has internal procedures to check that the disclosure is appropriate and that the third party is legitimate before any release takes place. Third parties which the OVA identifies are as follows:

- **The Victoria College Foundation:** In order to advance the opportunities and facilities provided to current boys, the Foundation may use your information to keep you informed of their campaigns relevant and of interest to you. The OVA works closely with the Foundation and shares a common database.
- **Legal authorities and law enforcement:** Where disclosure is necessary for the prevention or detection of crime, the OVA will release your information where necessary to these authorities.
- **Service providers:** The OVA may use services under contract (such as IT service providers) for relevant operations such as mailing out.

Where we share your information with a third party, we require the recipients of that personal information to put in place adequate measures to protect it.

If you would like further information about the safeguards we have in place to protect your personal information, please contact the Deputy Headmaster Dr Gareth Hughes g.hughes@vcj.sch.je

We will not generally transfer your personal information outside of Jersey, Guernsey and/or the European Economic Area (unless you are resident in a country outside of those jurisdictions in which case). If for any reason it is necessary to

Your Rights

You have the following rights (which may be exercisable depending on the circumstances) in respect of the personal information about you that we process:

- the right to access and port personal information;
- the right to rectify personal information;
- the right to restrict the use of personal information;
- the right to request that personal information is erased; and
- the right to object to processing of personal information.

You also have the right to lodge a complaint about the processing of your personal information either with us, with the Office of the Information Commissioner in Jersey (<https://oicjersey.org>).

Where we have relied on consent to process your personal information, you have the right to withdraw consent at any time. You also have the right to object to processing on the basis of legitimate interests (although this right is subject to certain exceptions).

If you wish to exercise any of the rights set out in this paragraph 9, please contact Deputy Headmaster Dr Gareth Hughes g.hughes@vcj.sch.je

Inaccurate or amended information

Please let us know as soon as possible if any of your personal information changes (including your correspondence details) by contacting us at Deputy Headmaster Dr Gareth Hughes g.hughes@vcj.sch.je Failure to provide accurate information or to update information when it changes may have a detrimental impact upon our ability to provide our services and/or our ability to perform our purpose.

QUESTIONS

If you have any questions about this Data Protection Notice or how we handle your personal information (e.g. our retention procedures or the security measures we have in place), or if you would like to make a complaint, please contact Deputy Headmaster Dr Gareth Hughes g.hughes@vcj.sch.je