

# How We Use Your Personal Information

## **The St Anselm Hall Association Data Protection Statement**

The St Anselm Hall Association is committed to protecting your privacy. This policy sets out the basis on which any personal data ("data") we, The St Anselm Hall Association (also known as The "Oldboys", or referred to as the "Association") collect from you, or that you provide to us, will be processed by us.

The Association is a data controller of the personal information for the purposes of the Data Protection Act 1998.

We have taken steps to ensure we meet the highest standards when collecting, using and sharing personal information in accordance with the Data Protection Act 1998.

This statement tells you what to expect when we collect personal information. It applies to information we collect about you.

## **Consent**

By registering with us and returning your membership registration form you hereby confirm your consent to us using your personal data as specified in accordance with this Statement.

## **The information we collect**

Information is collected by the member of the Association. We collect information about you from the following sources:

- Applications and other forms
- Your purchases, transactions, requests and experiences with us (such as Association Events)
- Third party organisations we work in partnership with, for example the E-Bulletin email provider
- Our surveys, your feedback and information given to us by you.

Personal information may include, but is not limited to, your name, address, date of birth, email, telephone number, financial and welfare information.

Depending on circumstances, additional information may be collected from you. We do not usually collect "sensitive personal data" about our members, e.g. health status, unless there is a clear reason for doing so - such as attending an Association Event for which we need this to ensure that we provide appropriate facilities or support to enable you to fully participate in the Event.

By submitting your details, you enable the Association (and where applicable any sub-contractors we may use) to raise funds and to provide you with the goods, services, information, activities or online content you select.

Further, if you contact us, we may also keep a record of that correspondence.

If there are changes to your personal information or circumstances, it is important you tell us so we can update your information. You can:

- Email us: [membership@slems-oldboys.org.uk](mailto:membership@slems-oldboys.org.uk)
- Or write to us at: Membership Secretary (Data Protection), St. Anselm Hall Association, c/o St. Anselm Hall, University of Manchester, Kent Road East, Victoria Park, Manchester, M14 5BX

### **How we will use your information**

Your personal information will enable us to:

- Keep our records up to date and accurate
- Notify and inform you of events and products offered by the Association, via our E-Bulletin Emails
- Enable you to receive our Association Newsletter
- Improve our understanding of our members and their needs
- Administer, support, improve and develop our services to ensure our service to you is as good as it can be
- Support strategic development
- Recover any membership subscriptions owed
- Detect and prevent fraud and other criminal activity
- Investigate a complaint
- Safeguard and maintain our property.

We will contact you for your views on our services and to notify you of changes or developments to our services and the use of your information.

We may conduct research and assist others to conduct research using the information we hold. Information may be analysed to monitor performance and improve service delivery. The information derived from this analysis may be published or shared with other organisations or individuals in an anonymised format.

We do not sell or share, or rent your information to external organisations for marketing.

If you request that we stop sending you marketing materials we will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.

## **How we hold your personal information**

We receive information directly from you and from partner agencies which is held on an electronic and paper record. Your information will not be transferred out with the UK, unless the provider complies with our Data Protection principles.

The Association does not collect and store any bank or credit/debit card details within the member database.

## **The information we disclose**

Each Committee member of the Association is prohibited by the Data Protection Act 1998 from disclosing personally identifiable information except when we have your permission or under circumstances, such as we believe, in good faith that the law requires it or when it's necessary under the circumstances. The following describes some of the ways your information may be disclosed:

- Information may be accessed, given to or used by Committee members within the Association
- Information may be given to providers we employ for the assistance of Association communications, products, services and events.
- We reserve the right to disclose any information you provide to us where required to do so by law, or to comply with a regulatory obligation, or to assist in any investigation into a complaint or welfare issues, or alleged illegal or criminal conduct.

The Association also facilitates communication between individual alumni, but in doing so will not release personal contact details without prior permission.

## **How we safeguard your information**

We maintain physical, electronic and procedural security measures to ensure that your personal information is treated responsibly and to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destructions and damage. We shall retain your information for a reasonable period or as long as the law requires.

## **How you can access your information?**

Under the Data Protection Act 1998, you are entitled to request access to the information held about you. If you wish to do this, please contact us. We are entitled to charge a fee of £15 to meet our costs in providing you with details of the information we hold about you. The Association Committee has decided that the Association will not charge for making a subject access request, but will hold the right to charge the fee if individual subject access requests become excessive.

You are entitled to ask us to make any necessary changes to your personal information to ensure that it is accurate and kept up to date.

**Third party representation**

You may nominate another person to act on your behalf. Your representative will be permitted access to your personal information that we hold about you. To nominate a representative, please contact the Associations' Data Protection Officer.