

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
- 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.

E-Bulletin Privacy Policy

This policy explains how we (The St Anselm Hall Association also known as The “Association”, or The “Oldboys”) use any personal information we collect about you when you register to receive email bulletins about forthcoming events.

By registering for this service, you consent to the collection, retention and use of your personal information in accordance with the terms of this policy.

Collection of information

We collect information about you when you register for this service by opting in from initial membership application and/or subscribing online.

How we will use your information

The information you provide will be used to send you email bulletins, via MailChimp, about our forthcoming events, recent news, notifications and updates regarding the Association.

Please note that MailChimp is a third-party service that is not owned or managed by the St Anselm Hall Association.

Recipient lists, including email addresses, are stored on a secure MailChimp server in the USA for the purposes of email bulletin distribution.

This privacy policy only refers to the way the St Anselm Hall Association will use your information but you should also review MailChimp’s terms and conditions and privacy policy as we do not accept any responsibility or liability for their policies.

[MailChimp terms and conditions](#)

[MailChimp privacy policy](#)

Unsubscribing

You can opt out from further E-Bulletin communications at any point by selecting the unsubscribe link at the bottom of the bulletin. You can also contact us directly to request that you are removed from our E-Bulletin mailing list.

There are certain service notification emails that you may not opt-out of, such as notifications of changes to the Association Services or policies.

If you request that we stop sending you E-Bulletin emails, 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.

Please be aware that if you fully opt out, you will not receive our E-Bulletin emails. We plan to increasingly send communications via email, so you may miss out on future notifications if you fully opt out, e.g. event notifications. Please note that your details will still be held on the main Association Database in accordance with our Data Protection Statement unless you notify us otherwise.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of this information, please contact us.

We want to make sure that your information is accurate and up to date. You may also ask us to correct or remove any inaccurate information.

Changes to this privacy policy

We keep this privacy policy under regular review and we will post any updates on this webpage. This privacy policy was last updated on 6th May, 2017.

Data Protection

The Association complies with the Data Protection Act 1998 (the "Act"). For the purposes of the Act, The Association is the data controller and sole owner of the personal data collected on the Website.

The Association does not sell, share or transfer this information except as set out in this Privacy Policy.

We use up-to-date industry procedures to keep personal data as safe and secure as possible and to protect against loss, unauthorised disclosure or access. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

The Act gives you the right to access details that we hold about you. Your right of access can be exercised in accordance with the Act. A small fee may be payable in respect of any access request.

For more information please refer to our [Data Protection Policy](#).

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you.

Write to:

Membership Secretary (Data Protection),
St. Anselm Hall Association,
c/o St. Anselm Hall,
University of Manchester,
Kent Road East,
Victoria Park,
Manchester
M14 5BX

Or, email: membership@slems-oldboys.org.uk

Your Rights to Access Your Information

The Data Protection Act 1998 gives you the right to request any information that the St Anselm Hall Association holds or processes concerning you, however, in some limited circumstances this information may be exempt from disclosure. To request a copy of this information you must make a subject access request in writing, either via a letter or email to:

Membership Secretary (Data Protection),
St. Anselm Hall Association,
c/o St. Anselm Hall,
University of Manchester,
Kent Road East,
Victoria Park,
Manchester
M14 5BX

Email: membership@slems-oldboys.org.uk

To ensure that we can deal with your request as efficiently as possible you will need to include the following information in your subject access request:

- Your current name and address
- Proof of identity (a copy of your driving licence, passport or two different utility bills that display your name and address).
- As much detail as possible regarding your request so that we can identify any information we may hold about you, such as:
 - Previous name and/or address
 - Year(s) in Hall

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 receive a copy of your personal data within 30 calendar days of our receipt of your subject access request.

Event Booking- Terms and Conditions

If you purchase through tickets for Events organised by The St Anselm Hall Association, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our Data Protection Statement govern The St Anselm Hall Association's relationship with you in relation to your purchase. If you disagree with any part of these terms and conditions, please do not attend our Events.

The term 'The St Anselm Hall Association' (also known as The "Oldboys" or The "Association") or referred to as the 'us' or 'we' refers to the organiser and promoter of the Event. The term 'you' refers to the purchaser of the ticket.

Filming and photography

Please be aware that there will be multimedia (Audio and Video) recording and photography at some events which will be shared on our websites and may be published in official Association materials. Any members or guests who do not wish to be filmed or photographed should inform a member of the Association Committee on the day.

Refunds and cancellations for Association events

- All events are subject to change including details such as advertised dates, speakers, locations and ticket prices.
- Events are run on a not-for-profit basis and any booking fees charged are to cover costs such as room hire, catering, staffing and speaker expenses.
- The Association reserves the right to cancel an event due to low enrolment or other circumstances which would make the event non-viable.
- If the Association cancels an event, guests will be offered a full refund. However, any expenses (including travel) incurred due to the cancellation of an event will not be refunded.
- Should circumstances arise that result in the postponement of an event, guests will have the option to either receive a full refund or transfer registration to the same event at the new, future date.
- You may cancel your event booking within seven working days, beginning on the day you received your confirmation letter or email. You will receive a full refund of the price paid for the booking.

- Refunds after seven working days will only be given if the event in question is sold out and we are able to re-sell the tickets concerned. An administration fee may be applicable per ticket will be charged for any places that are re-sold.
- Refunds cannot be processed online.
- All refund requests must be made by the person who made the original booking or the credit card holder.
- Refunds will not be given for guests who do not turn up to an event on the day.
- Cancellations will be accepted via phone, fax or e-mail. However, refund requests must be received in writing (either by email or post). If your booking was made online please enclose a copy of your original receipt or confirmation email including your reference number. Please contact us if you wish to enquire about a refund.
- Regrettably, the Association cannot refund guests on occasions when bad weather prevents or discourages travel. These above policies apply to all Association Events unless otherwise noted in the corresponding event materials. Please read all individual event information thoroughly.

The Association offers online booking for most events, however if you wish to pay by cheque please write to us enclosing a cheque made payable to the 'The St Anselm Hall Association' for the correct amount. Please remember to include your name, address, subject and years in hall along with guest details.