



Privacy and Data Protection Values – Existing Members

We are proud of Uppingham School, our former pupils and supporters, and we want to stay in touch.

This statement provides a brief summary of how the OU Office (incorporating the OU Association and Uppingham Foundation) handles and uses the data it collects and holds, a full statement will be issued in due course.

Transparency

We are committed to protecting your personal information and being transparent about what information we hold. The OU Office uses data to help us to organise events and share news from the School and the OU Community.

Activities include the production and distribution of publications such as the annual OU magazine, information on current School projects and the promotion of events. Communications may be sent by post, telephone, or by email.

We may hold information relating to you from a number of sources. A significant proportion of the information we hold on alumni is that which you provide to us (for example, you may give us information by filling in forms on the OU website, or by corresponding with us by telephone, email or otherwise). Some of your personal data is transferred from your pupil record to the OU database.

Records commonly contain basic details of education, contact details, and career information if known. Interactions with the School, and details of donations, are also recorded. In some cases other data may be added, including information about partners or other information you have disclosed to us or which we have derived from publicly-available sources of information, and information about your areas of interest.

Security and controlled data-sharing

All data is held on a secure server and transmitted securely. On request, basic information (usually education details) are disclosed on a considered and confidential basis to other employees of Uppingham School.

Data may also be transmitted to third parties who provide services to the OU Office such as 'mailing house' services and telemarketing providers. They are required to delete or destroy all such information once they have completed the agreed activities that they carried out on our behalf.

The OU Office also facilitates communication between former pupils, however we will not disclose personal contact details but rather forward your communication on and encourage direct contact channels to be opened.

We will not sell or share your information with any third parties for their own use, or for them to market to you.

Basis for processing

Due to your pre-existing relationship with the School, your data will be handled based on our “legitimate interest” in appropriately processing your data – by sharing news of developments at Uppingham and the social and networking opportunities that we offer to our community.

It is on this basis that we hold the information that you or others have supplied to us, and use it in the manner set out in this document.

We believe there is a balanced and legitimate interest in our contacting members of the OU community with general news, information about events and development projects. Where appropriate, we will ask you if you would like to commence or renew financial support for the School, unless you have asked us not to contact you about certain subjects, or using certain methods. We will not, contact you by telephone if you are registered with the Telephone Preference Service.

We have carefully considered these grounds for processing and would never knowingly handle or process your personal data in a way that would cause detriment or harm.

Retention

We will only retain your information for as long as you are an active member, unless we specifically identify a reason for retaining after that period and you would be informed accordingly.

Control

You are in control of your data at all times. If you have any queries, wish to restrict data processing or sharing, or do not want to be contacted by the OU Office at all, please inform us, full contact details are provided below.

If there are specific publications, communications, or activities from which you wish to unsubscribe, please let us know and your wishes will be recorded and respected.

We keep our privacy and data protection policies under review, and any changes we make will be published on the OU Website and made available in hardcopy on request.

We monitor compliance with all relevant data protection legislation and guidance in relation to the protection of personal data. Should you have any queries or questions, please contact Jo Franklin, OU Coordinator.

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