

# **St. Dominic's Past Pupils' Union**

## **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The General Data Protection Regulations (GDPR) came into force on 25th May 2018. Standardising and strengthening Privacy Regulations across Europe, the GDPR is being implemented in full in the United Kingdom and will continue to apply after the U.K. leaves the European Union.

The PPU is committed to protecting our members' personal data and complying fully with data protection laws. This document explains how we process and protect your personal data.

As a data controller under the GDPR, we are subject to legal obligations, which include:

- processing personal data fairly, transparently and on lawful grounds;
- taking steps to ensure that personal data is accurate and updated when necessary;
- implementing appropriate technical and organisational measures to protect your personal data
- maintaining a retention policy which ensures that personal data is not retained for longer than is necessary; and
- complying with data subjects' requests when they exercise their rights under data protection laws.

The PPU Secretary holds contact information for all its members comprising, full name, address and post-code, phone numbers, the years they attended St. Dominic's and/or were on the Staff, and, for some members, their email addresses and occupation.

The data we collect is held by the PPU secretary in an Access database, on an anti-virus protected PC. We hold these details to send you information on the activities and events being organised by the PPU.

Any personal data no longer required is securely destroyed or deleted.

### **PRIVACY POLICY**

#### **1. Introduction.**

This data-protection and privacy policy sets out the way we process your personal Information.

By becoming a member of the PPU you are accepting and consenting to the practices described in this policy.

As a data controller, we fully comply with the Data Protection Act 1998, the Privacy and Electronic Communications Regulations 2003 and the General Data Protection Regulations (EC Directive) 2016 (GDPR).

#### **2. Your privacy.**

We are committed to protecting the privacy of our members and will treat all information you give us with care. We promise to:

- only collect the information we need to contact you
- never sell or reveal your personal information to a third party without your consent
- keep your personal information up-to-date and ensure it is safe and secure;

#### **3 Who we are.**

We are the Committee of St. Dominic's Past Pupils' Union; names of the committee members are posted on the PPU website.

#### **4. What information we collect and how we collect it.**

We collect personal information about you to enable us to contact you. This includes:

- Name, address and telephone numbers ;
- Email address and Occupation (optional);
- Years you attended St. Dominic's and/or were on the Staff;

We collect the personal information in the following ways:

- Through the annual PPU Membership Forms;
- When you contact us by Email, Telephone or in any other way;

#### **5. How we use the information and why we need it.**

We use the personal information to inform you about our activities or to invite you to PPU events.

#### **6. Who will see the information?**

Your information will only be accessible to the PPU Committee and only when it is appropriate.

We will only share your personal information:

- if you have consented to our doing so and for the specific and sole reason your consent was given.
- when we are legally required to, or because of a lawful request by a governmental or law enforcement authority;

#### **7. Security.**

The security of your personal information is very important to us. Your information is stored on a computer which has anti-virus protection.

Unfortunately, the transmission of information via the internet is, of itself, not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted; any transmission is always and in all cases, at one's own risk.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

#### **8. Your rights.**

You have the following rights:

- transparency over how we use your personal information;
- to request a copy of the information we hold about you;
- an update or amendment of the information we hold about you;
- to ask us to stop using information;
- ask us to remove your personal information from our records.

#### **9. Retention of information.**

We hold your information only for as long as necessary. This will normally be 5 years from your last membership subscription.

#### **10. How to contact us.**

If you have any questions about this privacy policy or your rights regarding processing your personal information, please contact the **PPU Secretary** :

St. Dominic's Grammar School for Girls  
135-137 Falls Road  
Belfast 12 6AE