

## **Privacy Regulations & Our Policy**

In light of the introduction of government policy to safeguard consumer privacy, we have updated our own policy to reflect the spirit and content of the government's new laws. While this will not dramatically change the way we communicate with you, we thought it would be helpful to outline what the policy means for you.

Most importantly, your personal details are used to send you newsletters, advise you of reunions, keep you in touch with Queenwood School (the School), its community and with other past students, and invite you to various events (some of which may be fundraising activities or mentoring activities).

When you joined you completed an application for membership with Queenwood Old Girls' Association (the Association). The information we collect and store about you includes your name and contact details, your date of birth, your year of graduation, your occupation and achievements and communication you have with us, for example letters.

Access to your personal details and information is restricted to the elected members of the Association's committee, your year representative or your year member who is organizing a reunion, and to those staff who maintain, update and retrieve information in the database in the School's administration office.

To assist us in fulfilling the objectives of the Association (which include to promote the interests of the School and past pupils of the School in every way) your personal details are sometimes passed on to other members of the School community. All of these members of the School community who receive personal details have agreed with us to keep your information confidential.

In accordance with the privacy guidelines, if you do not want your personal information to be used for marketing purposes within the School community (i.e. specific invitations to fundraising events) you are able to remove your name by informing us in writing. If you do not wish to remove your name, you do not need to take any action.