

## Alumnae Services Privacy Notice

The SHSK Society is part of the School of St Helen and St Katharine Trust. Old Girls are members of the SHSK Society which provides services to help alumnae maintain links with one another and with the School. We want to make sure that we keep your personal information in accordance with your wishes.

All data is held securely and appropriately by St Helen and St Katharine. We use your contact details to keep you updated about events and services for Old Girls, the activities of the School, Old Girls' news and opportunities to get involved with the School such as in the careers programme or to support our fundraising initiatives.

Depending on your contact preferences, you will receive these communications by post, email and/or social media. We will only contact you by email with direct marketing communications if you have given your consent. This includes invitations to reunions events for Old Girls and opportunities to get involved with the School, meaning that if you have not given your consent you will not hear about Old Girls' reunions by email. However it does not include surveys to learn if we can improve our service to you, or administrative emails such as to ask if you would like to share your news in the Old Girls' Newsletter. We may occasionally contact you by telephone or SMS text message.

You can easily ensure we hold the correct details for you and tell us how you want to hear from us by logging into the SHSK Society Network at [shksociety.org.uk](http://shksociety.org.uk) or by contacting the Alumnae Services Manager.

The SHSK Society Network at [shksociety.org.uk](http://shksociety.org.uk) is a safe and secure environment for networking with other Old Girls and keeping in touch with St Helen and St Katharine. When you join the network you can decide what other members can see of your profile by amending your privacy settings.

From time to time we may undertake research and analysis using publicly available sources in order to reach out to alumnae we have lost touch with and help keep our data up to date, as well as to ensure we are delivering the best possible service to alumnae. In addition to your name and contact details, we may attach to your data-record information such as professional achievements, relationships to other alumnae, your contact with the School, and gift history.

We will never sell your personal data or share it for non-St Helen and St Katharine activities; data will only be shared with third parties who are agents of St Helen and St Katharine programmes, such as the mailing house which distributes the Old Girls' Newsletter or volunteer alumnae organising reunions.

Should you wish to limit or object to any such use, please contact the Alumnae Services Manager at [oldgirls@shsk.org.uk](mailto:oldgirls@shsk.org.uk) or at St Helen and St Katharine, Faringdon Road, Abingdon OX14 1BE.

You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School may need nonetheless to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).