



## Privacy Notice

This Privacy Notice is for individuals who maintain a relationship with Cranleigh School and the Old Cranleighan Society after they have ceased to be a pupil, their child is no longer a pupil or they are currently or formerly employed by the School. This includes but is not limited to those who are registered on the Old Cranleighan Society Network.

This notice is to help you understand **how** and **why** we collect your personal data and **what** we do with that information. It also explains the decisions that you can make about your personal data.

We are committed to ensuring that Cranleigh School and the Old Cranleighan Society remain compliant with data protection legislation in the way it uses and retains your personal data. This notice, together with our Cookie Policy, sets out the lawful bases on which any personal data that you provide to us will be processed, used and stored by us. It also explains your data protection rights and the decisions you can make about your information.

The Old Cranleighan Society Network Portal and the School database are controlled by Cranleigh School, a company registered in England & Wales with company number 03595824 and whose registered office is located at Horseshoe Lane, Cranleigh, Surrey, GU6 8QQ. For the purposes of data protection there are two data controllers: Cranleigh School and the Old Cranleighan Society. If you are a member of the Old Cranleighan Society then any queries that you have regarding your data should be directed to the OC Coordinator at [ocsociety@cranleigh.org](mailto:ocsociety@cranleigh.org) or by telephone on 01483 542135. If your relationship with the School is of another nature then any personal data queries should be directed to the Data Protection Lead at [dataprotectionlead@cranleigh.org](mailto:dataprotectionlead@cranleigh.org)

### Members of the Old Cranleighan Society

#### Information we collect and why

When you register on the Old Cranleighan Society Network you may give us information about you by filling in forms or completing editable fields on the portal including creating a user profile and consenting to certain methods and types of communication. This information may include name, address, email address, telephone number, details on when you were at the school, school house, subjects studied both at school and beyond and any employment details you choose to provide. This enables us to contact you about the news and events that you are most likely to be interested in and to avoid contacting you about opportunities that are not relevant to your interests.

We may receive information on you from other Cranleigh School systems. This will always be information that you provided and agreed to Cranleigh School holding for the purposes of your relationship with the School as a pupil. In accordance with Cranleigh School Privacy Notices, your personal information will be transferred to the Old Cranleighan Society database when you leave the School.



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**Old Cranleighan Society**  
**Privacy Notice**  
**September 2024**

Each time you visit our Network Portal our website collects information about your visit, such as: technical information – anonymised versions of your IP address, the web browser type and version and the operating system that you use. We will also collect information on when you last logged on, how long you are logging on for. The site also collects anonymised information about the content that is read.

### **How we use your information**

- To update you on the latest news from The OC Society and School including the termly electronic newsletter Contact and annual Old Cranleighan magazine;
- To provide you with any products and services that you have requested from us (including fulfilling orders placed for OC Merchandise and facilitating careers help from within the OC Society);
- To ensure that our website is presented in the most effective manner for you and that we are providing the most interesting and relevant content;
- To invite you to OC Society and School events that we think will be of interest to you;
- To further our charitable aims including information regarding fundraising activities;
- To send you relevant direct marketing communications

All information that we hold on you is kept on a system shared by the Old Cranleighan Society and Cranleigh School. Employees of both organisations have access to that information but **only** those employees that require access in order to be able to fulfil the requirements of their position.

### **OC Parents, former members of staff, Governors and Trustees**

#### **Information we collect and why**

At the start of your relationship with Cranleigh School you provided us with information such as name, address, telephone number, email address and employment details. As the nature of your relationship with the School has changed (child has left; you have left) your details will be retained in line with the School's Information & Records Retention Policy. In accordance with Cranleigh School Privacy Notices, your personal information will be transferred across to the database shared by the School and Old Cranleighan Society. This is because we would like to stay in touch with you and to invite you to the events that the School holds.

#### **How we use your information**

The information that we keep is used to maintain our relationship with you. We may use the information:

- To update you on relevant news from Cranleigh School and The Old Cranleighan Society
- To provide you with any products and services that you have requested from us (including fulfilling orders placed for OC Merchandise)
- To invite you to School events that we think will be of interest to you;



**CRANLEIGH**  
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Old Cranleighan Society  
Privacy Notice  
September 2024

- To further our charitable aims including sending communications regarding our fundraising activities;
- To send you relevant direct marketing communications;
- To contact you about mentoring OCs or offering work experience

All information that we hold on you is kept on a system shared by the Old Cranleighan Society and Cranleigh School. Employees of both organisations have access to that information but only those employees that require access in order to fulfil the requirements of their position.

## Information for all

### Your Rights

Data Protection legislation gives you a number of rights regarding your personal data. Your rights are as follows:

**Access:** You can ask us about the information that we hold on you and to be provided with a copy of it. This is commonly known as making a subject access request.

**Correction:** If the information that we hold about you is incorrect you can ask us to correct it

**Deletion:** You can ask us to delete the information that we hold on you which we will do (although we can override this request in certain circumstances).

**Objection:** You have the right to object to us using your information for certain purposes, for example, you can object to us processing your data for the purposes of sending you direct marketing or fundraising communications.

**Portability:** You can request the transfer of your personal data to you or another data controller as long as the information is processed on a computer and depending on the basis that we hold that data.

**Restriction:** You have the right to request that we restrict the way that we process your personal data in certain circumstances, for example, if you think that the information we hold is inaccurate or has been unlawfully processed.

If you have any concerns about the way we are storing and processing your data then you can contact the OC Coordinator at [ocsociety@cranleigh.org](mailto:ocsociety@cranleigh.org) or the School's Data Protection Lead at [dataprotectionlead@cranleigh.org](mailto:dataprotectionlead@cranleigh.org)



**CRANLEIGH**  
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Old Cranleighan Society  
Privacy Notice  
September 2024

### **Sharing of your personal information**

We use a trusted third party database and Web Portal provider (Toucan Tech) to host, manage and support the Old Cranleighan Network Portal and database. In order to fulfil their obligations, Toucan Tech have access to the information collected on the Network Portal and the information stored on the database. They are bound by contract to keep that information confidential and to comply with data protection legislation.

The only other times we will share your personal information is when legally required to or when it is absolutely necessary in order for us to fulfil our obligations to you, for example providing your address details to ensure that postal communications or an order for OC Merchandise reaches you.

### **Security of your personal information**

Toucan Tech will ensure that data is stored on servers in countries in either the UK or in countries considered by the UK Government to have adequate rules in place. This includes the EEA and some other countries.

Where we have given you (or where you have chosen) a password which enables you to access certain part of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

### **Making a complaint to the Information Commissioner's Office**

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office – [www.ico.org.uk](http://www.ico.org.uk). If you do have any concerns about how we have handled your personal data we would kindly ask that you contact us in the first instance before you speak to the ICO so that we have an opportunity to put things right

### **Changes to our Privacy Notice**

This Privacy Notice will be reviewed regularly and notification of any changes will be posted on the Old Cranleighan Society Network and the updated Privacy Policy will be sent out to those not on the network where relevant.