

## DATA PROTECTION AND SMHA

The majority of this information applies only to members of the Association, but our statement on Cookies applies to all viewing our website.

When you visit any website cookies are stored on your computer. Cookies are small text files that are stored on your hard disk in association with the browser you are using.

Cookies cannot initiate programs nor deliver viruses to your computer.

SMHA does not collect, analyse or make use in any way of Cookies.

The collection of them is outside our control.

You may block cookies from being stored on your device by adjusting the settings in your browser software.

The Management Team of St Mary's Hall Association take our members' privacy seriously and will only use your personal information for our membership database and to contact you by email<sup>1</sup>, from time to time. We hold the following items of personal data, provided that you have shared them with us when joining or reconnecting with us<sup>2</sup>:

**Your surname now and at school; your first name(s); the town and postcode (or equivalent) where you live now – and in the case of some members, who chose to offer this, additional address details; the years you were at St Mary's Hall and your email address. If you provided it then your telephone number may also be included.**

If you wish to check the full information we hold on you (including 'hidden' data) contact [smhaenquiries@gmail.com](mailto:smhaenquiries@gmail.com) and a copy of this will be emailed to you within 5 working days.

The database is managed by the Team Manager (nominated Data Protection Officer) with assistance from the Website Administrator. The data is securely held and checks on security are made regularly. An automated record is made of the most recent person to have viewed/amended data.

We will never pass your details on to any other company or person who is not a member of the Association and we will only pass on your contact details if you gave your permission for this when joining. Contact details you have requested not to be shared will be available only to those members of the Management Team who administer the database.

You may ask at any time for your details to be amended or removed. If you ask for your details to be removed you will then be considered to have left the Association and you will no longer receive communication(s) from us. You will also (if applicable) be removed from the Facebook Group SMHA Virtual Common Room. Any such request should be sent to [smhaenquiries@gmail.com](mailto:smhaenquiries@gmail.com) and will be responded to within five working days.

You have the right to complain about the way we handle the information we hold on you to the Information Commissioner's Office but in the first instance we would expect that you would take up any issue with the Management Team so that we have the opportunity to address it with you.

<sup>1</sup> A tiny minority of members do not have email addresses. They will normally not have any contact from us other than, if they have specifically requested it, a printed newsheet once a year. These members have each given consent to the data we hold on them in 2009/10

<sup>2</sup> Below, listed at (1) is a sample copy of the original request for contact details letter setting out data protection arrangements pertaining at that date. Also a sample copy of the request for personal information and response to its provision as at January 2022, at (2).

Listed at (3), we have included an example of a real response to a request to restrict access, showing normal response time and compliance together with full explanation re access to data.

During the period 15<sup>th</sup> March to 30<sup>th</sup> April 2018 we surveyed all members, including the question shown at (4) below, giving a further opportunity to review/opt out of data provided.

During the period 19<sup>th</sup> January to 5<sup>th</sup> March 2022 our website is undergoing significant changes. From 19<sup>th</sup> January there will still be password protection on all members' pages but personal data will be reduced and from March 2022 no personal data will be visible and the password will be removed.

(1) August 2009

Dear Life Member of SMHA,

You may already be aware that at the Annual General Meeting of SMHA I was tasked with leading on the urgent development of our own website which we can use for many purposes, but primarily as a means of networking with each other.

If at all possible we would like this to be managed electronically by you, but we appreciate that this may not be possible and would therefore like to offer you three options.

1. **If you are able and happy to network** with us through the website, including reading the Newsletter and other items, such as Minutes, on line, please go straight to the form on page two, complete it and let me have it back either electronically or hard copy.
2. **If you can network electronically either yourself or with the assistance of family and friends** to make an initial contact with friends which you can then follow up in ways better suited to your lifestyle but would like to be partnered with someone from the school who will print off your Newsletter and Minutes and post them to, **please still complete the form** but indicate by circling “Y” on additional option **A** on the foot of the form that you would like a “buddy” to send you a printed copy of the Newsletter (which will include Agenda, Finances and Minutes) annually.
3. **If you cannot network electronically please still complete the form** but let me know indicate by circling “Y” on additional option **B** on the foot of the form that you would like me to send you hard copy Newsletter (which will include Agenda, Finances and Minutes) annually. This will be available for an initial two year period only for our overseas members; please contact us if this may be a problem for you.

**Please return your forms by 30<sup>th</sup> September 2009.**

We hope that this range of options will enable all of you still to feel a real member of a very real Association.

Kind regards

*Penny*

Penny Harrison (nee Titheradge)  
SMHA

**PERMISSION TO SHARE DATA**

I give my permission for all those fields in the form, below, which I have marked with a tick (√) to be available to members of SMHA who have logged on to the password-protected section of the SMHA website. I furthermore give my permission to the nominated representative of SMHA to contact me by any of my methods of communication (address, phone number, email address).

Signed:.....

Print Name: .....

Date: .....

**EXAMPLE**

Name at school	Penny Titheradge	
Name now if different	Penny Harrison	
Years at school	1969-1973	(for SMHA use)
Information		Permission (√)
Home or other contact address	York YO10 3UF	√
Phone number	07946 772620	x
Email address(es)	secretary@smhassociation.org	√
	Pennyharrison55@btinternet.com	x

Name at school	
Name now if different	

Years at school		(for SMHA use)
Information		Permission (√)
Home or other contact address		
Phone number		
Email address(es)		

**Additional Options**

A - I will not be able to view the Newsletter, Minutes etc., and would be pleased if I could be sent a copy of these, by a fellow-member of SMHA **Y / N**

B - I will not be able to view the website and would be pleased if I could receive a copy of the Newsletter by post (UK members / Overseas members for two years only) **Y / N**

(2) Dear xxxx

Thank you for asking to join SMHA Association.

I wrote to all Old Girls whose addresses were on our 2009 database but unfortunately there were significant gaps and of course many addresses had not been updated with us so sadly I must have missed you. I'm delighted that I have your contact details now.

I very much hope that you will come back into the fold of your former school's association.

To get you reconnected is very simple. We require:

**Your name now:**

**Name at School, if different:**

**Years at school and, if you left before UVI, what year you would have left if staying till then (e.g. 1974-80 (82)):**

**Town/postcode where you live now:**

and your **email address** which of course I have!

Unless you state otherwise all these will show on the database which members can access through the members' only pages of our website. You may choose to 'hide' the last two items if you wish. Our GDPR notice is available on request, if you have any concerns about data, but in short it is shared with NO one who is not a member of SMHA.

**We therefore ask you to take one further step to verify this by asking you for the name of your former house or headmistress.**

This ensures the safety of your data from those who are not genuinely associated with the school.

Hoping very much that you will respond to confirm the information in bold upon which I shall send you our welcome email with access details to the website (and more besides!).  
kind regards

Penny Harrison

Team Manager SMHA

[smhaenquiries@gmail.com](mailto:smhaenquiries@gmail.com)

*(response to receipt of information requested):*

Welcome to St Mary's Hall Association!

I'm delighted to have reconnected with you.

Access information for our website, [www.smhassociation.org](http://www.smhassociation.org) – Password **Elliott2009** (name of founder, year of closure). Please do not share this with anyone even if you believe them to be an Old Girl.

Please also note the website is currently being changed so you may experience some glitches if investigating it, for which we apologise.

Our membership updates now take the form of emails. Newsletters, which were sent out by email from 2009- spring 2020 can be located on the Newsletter page of the website where a complete archive is held of each newsletter/magazine from the earliest to the last.

We are in a transitional period since the existing management team is finishing our term in March 2023 but full details of the future of SMHA will be sent to members in March 2022 after our next Team Meeting.

If you have not already asked to join, I would recommend that you become a member of our SMHA Virtual Common Room, on Facebook.

If you wish to join just click on the link

<https://www.facebook.com/groups/SMHAclosed/> and I will approve you. (There is no need to answer the security question)

I hope you enjoy your membership – if you have any questions please do not hesitate to contact me and if you change your own details in the future; **especially your email address**, please do remember to let us know.

best wishes

Penny Harrison

Team Manager SMHA

[smhaenquiries@gmail.com](mailto:smhaenquiries@gmail.com)

(3)Below, screenshots of an actual response to one such welcome email, with our reply.



(4) Screenshot of Survey showing 'opt-out' reminder.

1. When you joined SMHA you provided us with the following details. Please enter these in the following boxes for verification: \*

Last Name	<input type="text"/>
First Name	<input type="text"/>
Last Name at School (apologies if this has not changed and you have to repeat it here)	<input type="text"/>
Town/postcode (or equivalent, for instance, your country of residence if outside the UK)	<input type="text"/>
Current Email address	<input type="text"/>
Year you started at SMH (as close as you can remember)	<input type="text"/>
Year you left SMH (as close as you can remember)	<input type="text"/>
Form you were in when you left (e.g. Vth)	<input type="text"/>

PLEASE NOTE: Unless you specified otherwise, all these may be shown on the database available to members on the password protected SMHA website, "Find a Friend" page. Your email will, if you request be "hidden" and be available only to the database manager(s) and newsletter editor. If you wish to keep it hidden please type NO in the box below. Additional details such as full address and telephone number were provided for those members listed in 2009-11. These are already hidden if members signing up at that time requested this.