

## 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> with our newsletter and, from time to time, with other information such as news of an upcoming Association event. We hold the following items of personal data, provided that you have shared them with us when joining or reconnecting with us:

**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. The items in **BOLD** are shown on the web-database. Other details will be hidden if you have requested this.

We will only display your email address on our membership database if you have not opted out of this. If you have any concerns about this or about what information other members can see please access the web-database (<https://www.smhassociation.org/find-a-friend.php>) and contact [smhaenquiries@gmail.com](mailto:smhaenquiries@gmail.com) with any changes you wish to be made.

“Subject Access” - members are able to access the data we hold on you at any time via the website.

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 full database (including 'hidden' data) is managed by the Team Manager (nominated Data Protection Officer) with assistance from the 100 Club 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 and only these two officers have access to the data. (See “Team Instruction Guide” for full details on management of 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 which are displayed on the web-database to members who are registered with us. Contact details you have requested to be hidden 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. However the web-database is updated every three months so a change may take up to three months to show there.

Each member has given an undertaking, when providing their own details<sup>2</sup>, not to share information with anyone who is not a registered member but if we find anyone has done this we will notify you immediately and take steps to minimise the breach of confidentiality. This may include changing the password for the Association's website or, if we feel the breach to be significant, the removal of the privilege of viewing the database from all members. (In such a case members would need to contact the Manager or other nominated Database Administrator to ask to be put in touch with another member).

100 Club only: Members of the 100 club have been asked to provide their bank sort code and account number in order to be paid prize money. This information is available to the Manager, the 100 Club Administrator, the Treasurer and the nominated team member who can access the bank account as a security measure, but to no other members. Since prizes can only be paid by BACS this is a condition of joining the 100 Club so consent is by joining.

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 as (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 standard email now sent to each new member, listed as (2).

Listed as (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.

(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) I am very happy to add you back to our membership. Here is our most recent quarterly e-newsletter (*not included in this example of the email*).

Please note that the information you provided us with will appear on the members' database on our website (password protected).

If you do not wish your email address to appear please would you let me know.

More than 500 of us network in the Facebook Group

<https://www.facebook.com/groups/SMHAclosed/> and I would love to add you. Click on the link (don't worry about any questions you see) and I shall approve you straight away – and welcome you to the group!

The website, [www.smhassociation.org](http://www.smhassociation.org) is also open to you. Log on is smhmember and password elliot18362009 . It is safe to ask your device to remember these. I commend the Find a Friend page to you – the database there includes many of 'your years' with their contact details. Your own details will be updated in approximately three months, just before the next newsletter is sent out.

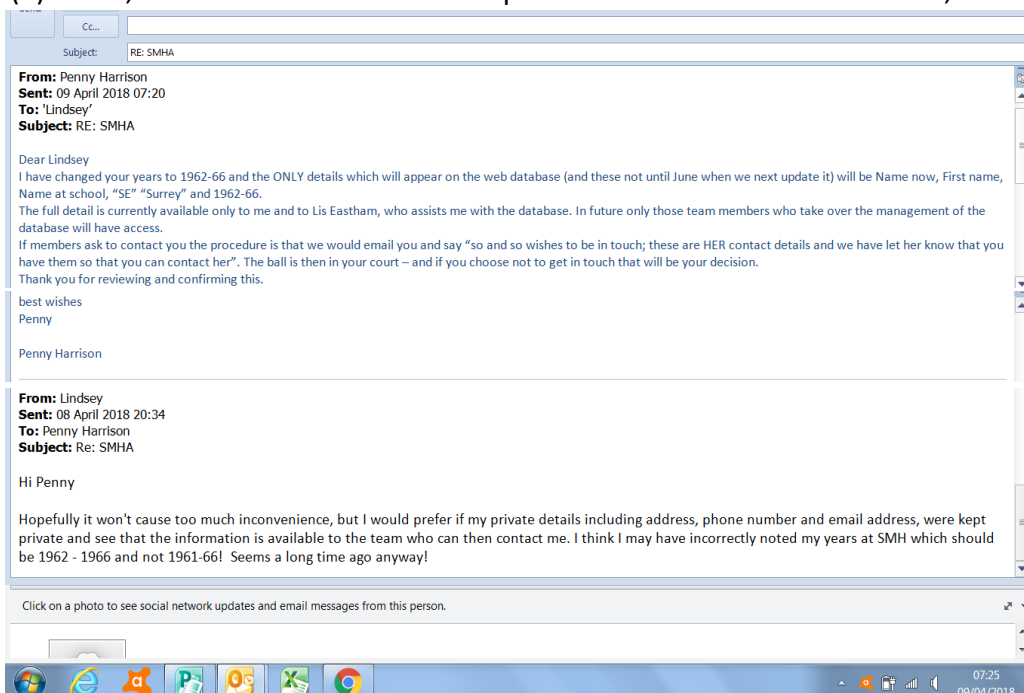
More and more Old Girls are now reconnecting with us and we are delighted to welcome you all...please do spread the word among your friends but please do not share the log on information about the website as it includes information confidential to members of the Association. I am sure you understand - hopefully lots of them will see your pleasure and come to us soon.

Oh, a last request – if you change your email address in the future please remember to let us know – now we have found you we don't want to let you go!  
Thanks again for finding us!

Penny

Penny Harrison  
Team Manager SMHA

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



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

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**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.

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