

Privacy Policy for Methody Collegians (including Methodist College Belfast Alumni Relations Office)

Methody Collegians ('The Association') and Methodist College Belfast Alumni Relations Office ('MCB Alumni Office'), run a 'website', (www.methodycollegians.org), and maintain a database of contacts in order to stay in touch with, and provide updates on, Methodist College Belfast ('The College'), alumni news, events, opportunities to volunteer at the College, fundraising activities etc.

Visitors to the website can choose to join the online community under the various Membership Categories, either as Methody Collegians (Former Pupils, Current and Former Members of Staff and Board of Governors of the College), as a Member of the Collegians Business Network, or as Friends of MCB (donors, friends and supporters). They do so by registering on the website and creating an online profile.

This Privacy Policy is intended for all visitors to the website as well as those who have joined the online community. It describes how we collect, store, use and retain your personal data. It also describes how you can change the data that we hold and your preference for the ways in which your data is used.

The Association and MCB Alumni Office ('We'), may change this Policy from time to time. If we make any significant changes we will advertise this on the website or contact you directly with the information.

1. Where is your data stored?

We understand the importance of keeping your personal information secure and take appropriate steps to safeguard it.

Methody Collegians and MCB Alumni Office stores data in an industry-standard propriety database called Whitefuse in accordance with its' Data Processing Terms. To ensure that the data is safe and secure it is hosted within the EU on a highly scalable hosting infrastructure. A range of automated tests, checks and backups ensure reliability and the cloud-based nature of the product ensures that we are always using the very latest version of the software.

In addition we have strict data handling protocols. Full access to your data is strictly limited to those members of Methody Collegians Council and College staff who have a requirement to maintain a relationship with you on behalf of the Association or the College. The data is controlled through password protection and user security profiles.

If you have an online profile for this website you are responsible for keeping you login details secure.

2. How do we collect data about you?

We predominantly collect your data directly from you. We may also collect data from your interactions on publicly accessible social media channels, including X, LinkedIn, Facebook and Instagram or via College staff and Association members who make introductions.

We collect personal information when you:

- Register on this website under one of our membership categories;
- Create or update your online profile;
- Post content on to this website;
- Submit information through the College website (www.methody.org) as part of Alumni and Community interactions;
- Provide details on other paper alumni update and donation forms, including the online form in which you can update your preference for the ways in which Methody Collegians and the MCB Alumni Office contact you;
- Register for and take part in events;
- Make a donation via the website;
- Interact with members of Alumni Office staff during fundraising and membership campaigns; and
- Complete your education at Methody and some basic details about you are provided from the main College database to allow you to register under 'College Leaver' membership.

3. Why do we collect data about you?

Methody Collegians is committed to maintaining the links that exist now in addition to building new connections between the College, its former pupils, staff and members of the Board of Governors, as well as contacts who support us and our activities financially or in other ways.

We very much hope to build and maintain a long term relationship with you and therefore we collect your data and use it in a number of ways. These may include:

- Providing you with the information or updates that you have asked for, including those for the Collegians Business Network;
- Seeking your views on the services or activities we carry out so that we can make improvements;

- Updating our database records and ensuring we know how you prefer to be contacted;
- Analysing your engagement with our website and other content to help us improve our services for you;
- Telling you about opportunities to become involved in mentoring or to volunteer in other ways;
- Inviting you to a range of Methody Collegians and College events including reunions, job fairs, networking and cultural events;
- Inviting you to participate in surveys and research;
- Updating you on our fundraising activities, how you can support the College, and the impact of your support; and
- Providing you with newsletters.

4. What is our lawful basis for processing?

The use of your information for the purposes set out above is lawful because one or more of the following applies:

- You have given us your consent for the information to be used when agreeing to our Terms of Membership;
- It is necessary for us to hold and use your information to carry out our obligations under a contract entered into with you;
- It is necessary for our legitimate interests to hold and use your information and we are not impacting your privacy by doing so.

5. What data do we hold?

The information we have about you depends on where we collect it, but it may include:

- Your Name(s), Title, and Date of Birth;
- Your Postal Address, Email Address and Phone Number(s);
- Photographs;
- Your U6/Y14 School Year at Methodist College Belfast
- Your Higher Education details such as University attended and Subject studied;
- Your current job title and employer;
- Health related information if attending an event eg. Access or dietary requirements;

- The names of any awards, prizes or scholarships that you have won;
- Any official roles that you have held;
- Your participation in our events, surveys and other activities;
- Basic Business information if you have registered to be part of the Collegians Business Network;
- Consent options and communication preferences;
- Content (such as announcements, stories, photos, documents, comments etc) that you post on this website or provide to us by other means; and
- A record of payments made via the website which could include event tickets, membership subscriptions, shop purchases or online donations. We do not store your credit/debit card details as payments are processed securely via a third-party payment provider (Stripe or Go Cardless).

6. Who will we share your data with?

The protection of your information is really important to us and we are extremely sensitive and cautious in how we use it. We will never sell your data to third parties and we will only share your data within Methody Collegians and Staff of the College in order to legitimately maintain your relationship with the Association and your areas of interest.

If you are a Member, your data is shared between the Association and the Alumni Relations Office as Methody Collegians maintains the database and the alumni office assists in this task as well as carrying out some administration on behalf of Methody Collegians.

Access to the full database is limited to those with approved Administrator Access which can include Members of the Methody Collegians Council and Staff within the Alumni Relations Office.

Exports of data are controlled via password protection, only shared within the Methodist College Belfast staff network or the Methody Collegian Council, and deleted after use.

For example, a list of Methody Collegians and Friends of MCB Members who have indicated their willingness to volunteer at a College Career's Fair, could be provided to the College Career's Team. Only relevant information for that particular event would be provided such as Name, contact email, Job Title and Employer.

An important part of the Methody Collegians aims, to empower all alumni to make a valuable impact on each other and on the College, is the development and use of Member Directories on our website. In order to allow Methody Collegians to engage directly with each other, we encourage you to consent to your email address appearing in these Member Directories. You can remove this consent at any time.

Access to these Member Directories is available only to those with a valid Methody Collegians membership subscription who have declared that they will comply with the Terms of Membership, including that access to the information in Member Directories is for personal use only and must not be shared with any third party.

Your **Name** (including former surname if applicable) and **email address**, (*if consented to*), will be **visible in Member Directories**. Home addresses, phone numbers and DOB will be hidden.

Other information such as job title, university courses of study, current home town etc will be made available as search fields in Member Directories but will not be visible alongside your full profile.

If you do not wish for your Name (and other limited details) to appear in the secure Member Directories at all, you can request removal at anytime by using the 'Contact Us' option which is present at the foot of every page on the website.

Please note that if you are not 'visible' in Member Directories, other Methody Collegians will be unable to request to connect with you.

7. How long do we retain your data?

Methody Collegians hopes that you will be willing to have a lifelong relationship with us. We will hold your personal information for as long as it is necessary for the relevant activity as set out below:

- Active Members – data will be retained for the life of the membership.
- Lapsed Members – data will be retained for a period of 3 years to allow for renewal and then will be deleted.
- Friends of MCB – data will be retained for the life of the membership, with additional communications regarding removal requests sent on a 3 yearly cycle.
- Event Attendees – name, email address and event history will be retained for a maximum period of 3 years after the last contact, to allow for notification of similar rolling events
- Donors – name, email address and donation details held for 6 years for financial reporting and then will be deleted.

In the event that you wish your information to be removed from our database, outside of the timescales above, we will action your request as soon as possible and within 30 days of the request being received.

You can contact us by any of the following means:

- By phone: Methody Collegians Council Contact , +44 07967 637341
- By email: info@methodycollegians.org

- By post: Methody Collegians
Methodist College Belfast
1 Malone Road
Belfast
BT9 6BY

8. Keeping your information up to date

Please help us to keep your information up to date by letting us know if your contact details change.

If you have joined our online community under the various Membership Categories, either as a Methody Collegian, as a Member of the Collegians Business Network, or as a Friend of MCB, you are responsible for keeping your own data up to date via the secure membership section of the website by logging-in and clicking on 'My Account'.

You can also update your details by contacting us at info@methodycollegians.org

9. What should you do if you wish to exercise any of your data protection rights or make a complaint about the way in which your data is being gathered, stored or used?

Please contact the Data Protection Officer in the first instance:

Joanne Mehaffy c/o
Methody Collegians
1 Malone Road
Belfast
BT9 6BY

If you are unhappy with the way in which your personal data has been processed you may complain to the Information Commissioner's Office, further information can be found on the Information Commissioner's Office website: <https://ico.org.uk/>.