

WATERFORD KAMHLABA UWCSA ALUMNI AND SUPPORTERS PRIVACY NOTICE

ABOUT US

Waterford Kamhlaba UWCSA is a charity registered in Swaziland and is referred to as WK UWCSA, Waterford, "we", "our" or "us" in this privacy notice.

IMPORTANT INFORMATION

This Privacy Notice aims to give you information on how we collect and process personal data and is intended to ensure that personal information is dealt with in accordance with the General Data Protection Regulation (GDPR). It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. All staff involved with the collection, processing and disclosure of personal information will be aware of their duties and responsibilities by adhering to these guidelines.

This privacy notice covers:

- how we use data;
- what personal data we collect;
- how we ensure privacy is maintained; and
- legal rights relating to personal data.

WHY WE COLLECT AND USE PERSONAL DATA

The personal data we hold is essential in order for the college to keep in touch with our valued alumni and supporters, and to ensure we continue to develop our relationship in delivering Waterford's and the UWC mission and values.

We collect and use information to:

- develop a better understanding of our alumni and supporters
- enabling us to keep in touch with you
- keep you apprised of our activities and developments
- inviting you to alumni and other college events
- provide services to you
- identify ways in which you can support us, through donations or other forms of financial and non-financial support
- to enable connectivity amongst our alumni and supporters as part of the wider WK UWCSA community
- meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), data will be processed and retained for the purposes listed above. The college will therefore have a 'legitimate interest' for processing and retaining personal data and sensitive personal data. The data the college holds will be the minimum required to maintain our ongoing relationship.

WHAT PERSONAL DATA WE COLLECT

The categories of information that we process include:

- details of your WK UWCSA education or your relationship with the college
- personal identifiers, contacts and characteristics (such as name, date of birth, unique student number, contact details and address)

- characteristics (such as nationality, language, financial background/sponsorship information)
- attendance at college events
- medical, welfare and administration (as applicable for attending college events)
- details of related parties (such as family/spouse information)
- your communication preferences to help us provide tailored and relevant communications
- images (including digital images for identification, photographs, CCTV for security purposes)
- philanthropy profile (including your history of donations and in-kind support)

Sensitive personal data

Data protection law recognises that certain categories of personal information are more sensitive than others. This type of information is only collected where there is a clear reason for doing so.

HOW WE COLLECT DATA

Collecting information Personal data is essential for the colleges' operational use. We obtain the information the college requires from your previous student records and/or the details that you provide to us. Additionally, information may also be received from the following sources:

- UWC International Office, UWC National Committees, other UWC colleges
- event attendance records
- media/press sources, publications and, other publicly available sources
- referral from other supporters

Should we require sensitive personal information from other sources we will contact you.

Who we share information with

We will not disclose your personal data to any third party, except as an essential part of being able to provide our services to you. Where this is required, the college ensures that the data recipient adheres to adequate data protection requirements. Such instances could include:

- UWC International Office, UWC National Committees, other UWC colleges
- Approved service providers (such as event organisers, caterers, travel, other service providers)
- Alumni coordinators for UWC events

HOW WE PROTECT YOUR DATA

WK UWCSA is committed to keeping personal data safe and secure. This includes using a range of IT security measures, access controls, and internal policies setting out our data protection approach and associated training for employees. We also have procedures in place to deal with any suspected data security breach. We will notify affected parties and any applicable regulator of a suspected data security breach where we are legally required to do so.

HOW LONG WE KEEP YOUR DATA

Your personal data will only be kept for as long as necessary in accordance with our data retention policy.

INDIVIDUAL RIGHTS UNDER THE GDPR In addition to providing a legal basis for processing data, the GDPR provides the following rights for individuals:

1. The right to be informed We will provide concise, transparent, intelligible and easily accessible information about the processing of personal data to individuals using this Privacy Notice.
2. The right of access Where requested, we will provide individuals with access to their personal data held. This will be processed as a Subject Access Request, and we will provide a copy of the information free of charge (unless a request is clearly excessive or unfounded), within one month of the request.
3. The right to rectification We are committed to rectifying personal data if inaccurate and will respond to a request for rectification within one month of receiving the request.
4. The right to erasure The college will consider individual requests for deletion or removal of personal data where there is no compelling reason for its continued processing, in line with the conditions set out in the regulation. The college will inform relevant third parties of erasure of personal data; unless it is impossible, or involves disproportionate effort to do so.
4. The right to restrict processing We will ensure that data processing is restricted in any of the following circumstances: - Where an individual contests the accuracy of personal data until the accuracy is verified - Where an individual has objected to the processing - When processing is unlawful If data processing is restricted, we will notify any relevant third parties.
5. The right to data portability We will comply with individual requests to allow an individual to obtain and reuse their personal data for their own purposes across different services.
6. The right to object We will comply with an individual's right to object to processing of their personal data based on legitimate interests (to 'opt out') or the performance of a task in the public interest/exercise of official authority. We will inform individuals of their right to object using this Privacy Notice.
7. Rights in relation to automated decision making and profiling We will adhere to GDPR requirements which specify that automated decision making or automated processing of personal data (without any human involvement), including profiling, can only be carried out where this type of decision making is necessary for a legal contract or based on the individual's consent.

CONTACTS

The school will appoint a Data Controller. If you have any enquires in relation to this policy, please email principal@waterford.sz. The Data Controller will also act as the contact point for any requests for personal data, or any complaints in relation to the processing of personal data.

CHANGES TO THIS PRIVACY NOTICE

This privacy notice was published on 31 May 2018. Any changes we make to this notice will be posted on this page.