



## PRIVACY POLICY

### Introduction

The Ladies' College Guild treats your privacy rights seriously. This Privacy Policy sets out how we will deal with your personal data, i.e. information that identifies you.

### How we collect information

The Guild only collects information about you that you have given us voluntarily in person, by email or from information we have received on a membership form.

### What information we collect

If you join The Ladies' College Guild, we collect some or all of the following:

- Name
- Email, postal address and telephone number
- Year of GCSEs
- Dates at College
- House

We use this information to inform you of Guild activities/events.

### Disclosing and sharing data

We will share your information with The Ladies' College but do not share personal information otherwise outside The Guild. If you have requested that we do not share your information with The Ladies' College we will not do so, please review their privacy statement on <http://www.ladiescollege.com/>

### Keeping your information safe

We ensure your information is secure and looked after in accordance with best practice.

### Cancelling consent

If you decide you no longer want The Guild to contact you, email [guild@ladiescollege.ac.gg](mailto:guild@ladiescollege.ac.gg), or write to - The Secretary of The Ladies' College Guild and send in an envelope marked 'Strictly private and confidential' to The Ladies' College Guild, c/o The Ladies' College, Les Gravées, St Peter Port, Guernsey GY1 1RW and your data will be deleted from our system.

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on The Ladies' College Guild website or by contacting you directly.

This policy is written in accordance with the General Data Protection Regulation. If you have any questions, comments or suggestions, please let us know by contacting [guild@ladiescollege.ac.gg](mailto:guild@ladiescollege.ac.gg)