**IOH CONNECT Privacy Statement**

IOH CONNECT (IOHC) is an unincorporated members association formed to enable International Old Harrovians (i.e. Old Harrovians of Harrow International Schools) (IOHs), wherever they are in the world, to maintain lifelong connections with the School and with each other. In order to achieve this, the IOHC needs to store and process personal information in a number of ways whilst always respecting the laws governing data protection.

However International Old Harrovians and members choose to stay in touch with us, we will always respect your rights and choices. Here, we explain what we will, and will not do, with your personal data.

**THE INFORMATION WE COLLECT AND HOW WE COLLECT IT**

The IOHC collects specific information about its members in order to provide a more bespoke service to keep you informed about news and events that may be of interest to you. The information we collect can be categorised as follows:

* Personal details including name, titles, date of birth, gender, relationship status and name of spouse
* Preferred contact details such as postal address, email, and phone numbers
* Family relationships including any International Old Harrovian relations
* Educational information; prep school and university attendance but not including academic results
* Harrow International School achievements; sports teams and positions of responsibility
* Business details
* Membership of any IOHC clubs & societies
* Membership to any private club or association
* Engagement with the IOHC and Harrow International School; event attendance; work experience placements, careers talks
* Dietary requirements for events
* General hobbies and interests to help us put you in touch with like-minded IOHs

The IOHC starts collecting some of this information as soon as you are enrolled into the School as a student as a record of your attendance at the School. We then collect further contact information from you during your final term before leaving to become an International Old Harrovian. We continue to collect personal data from you when registering for events, volunteering, engaging with our social media channels or otherwise provide us with your personal information.

We may also try to connect with you through social media platforms such as LinkedIn, Facebook to help us stay in touch and to keep our database up to date. This helps us to capture and collect business details to allow us to send invitations that may be of interest to you.

**HOW WE STORE YOUR DATA AND KEEP IT SAFE**

All the data that we collect from our members is stored on our database system *Microsoft SQL*, which is supplied by the software company *INET*. Our database is a cloud-based system located on servers held in Thailand. The software is upgraded regularly and we keep a close relationship with *INET* to ensure your information is kept secure.

Our alumni platform, IOHC is also a cloud-based database, supplied by software company *Impleplus.*Information is stored on servers located in Thailand and we again work with them to ensure that they do everything possible to keep your data safe.

**HOW WE USE YOUR PERSONAL INFORMATION**

In order to provide you with a high level of service, we will use your data in a number of ways.

We have identified these activities as an integral part of your membership with the IOHC and as an International Old Harrovian. Unless you tell us otherwise, we will do the following:

* Maintain a record of your attendance at Harrow International School
* Send you the annual magazines
* Periodically send you communications that are of interest to maintain your connection with Harrow International School
* Send you invitations to events relevant to your time at Harrow International School and to your specific interests
* Track your engagement with the IOHC so we can provide you with a better service
* To use anonymised personal data to benchmark our activities

**Consent** – *With your permission, we will do the following:*

* Send you email invitations to events and other marketing material relating to IOHC activities
* Record dietary requirements for events
* Pass your information onto IOHC clubs and societies you have requested to join
* Periodically call you to update our records or to pass on information we feel is relevant to you

**RETENTION OF YOUR PERSONAL INFORMATION**

IOHC membership is life-long and so we consider our relationship with our members to be the same. We must however take into consideration our legal obligations when determining how long we retain your information and will endeavour to review our data regularly to ensure we are not keeping information for longer than required. We will ensure you are always able to update your information with us and are able to change your preferred communication preferences.

**SHARING YOUR PERSONAL DATA**

The IOHC is committed to protecting the privacy of Old International Harrovians and its members. Note that spouses, parents and friends have no automatic right of access to your personal data. The general principle is that your personal data will normally only be disclosed outside the IOHC with your consent.

However, there are occasions while you are at the School and after you leave when the IOHC is obliged by law, or under other obligations, to disclose the personal data to external people or agencies. These are sometimes called third party disclosures. The IOHC has internal procedures to check that the disclosure is appropriate and that the third party is legitimate before any release takes place. Third parties which the IOHC identifies are as follows:

* **Harrow International School:** Once you leave the School, the IOHC becomes the main database of those who have attended the School. On occasion, we may be required to share your data with the School such as your name, date of birth and time at the School. We may also need to share your contact data with the School so that they may send you transcripts, certificates, references, periodicals and occasional invitations.
* **Legal Authorities and Law Enforcement:**Where disclosure is necessary for the prevention or detection of crime, the IOHC will release your information where necessary to these authorities.
* **Service providers:** The IOHC may use services such as mailing houses under contract for relevant operations.
* **Employment references/confirmation of qualifications:** The IOHC receives numerous requests from employment companies and private clubs to confirm attendance at the School for applicants. When approached, the IOHC will first seek your explicit consent before releasing any data. We are only able to provide confirmation of your time at the School. We will therefore refer the request to the School when qualifications are also required.

**YOUR RIGHTS**

It is important to us that you know your rights and that you may:

* request a copy of the information we hold about you
* update or amend the information we hold about you if it is incorrect
* change your communication preferences at any time
* ask us to remove your personal information from our records
* object to the processing of your information for marketing purposes
* raise a concern or complaint about the way in which your information is being used

You have the right to access the information that the IOHC holds on you. This is called a Subject Access Request (SAR) and you will be requested to provide proof of identity.