HURSTPIERPOINT COLLEGE

Summary Privacy Notice for Alumni and Friends of the College

This notice explains how the College uses personal data about alumni and friends of the College, including former pupils, the parents of alumni, former employees and donors. It also covers the Hurst Foundation and the Hurst Society. It deals with two sources of data: that obtained directly from you and that obtained from others or elsewhere.

This privacy notice will be provided to you at the time your data is being obtained, or within one month where we obtain it from someone else.

1. Who we are

Hurstpierpoint College Ltd ("the College") is the data controller for your personal data. The College is a charitable company registered in England and Wales (charity number 1076498 and company number 3779893) with its registered office at College Lane, Hurstpierpoint, Hassocks, West Sussex BN6 9JS. It is registered with the Information Commissioner's Office under reference Z7510412.

The Bursar is the College's Data Compliance Officer and can be contacted at bursar@hppc.co.uk or by post at the address above.

2. What information we hold

- your name, contact details and communication preferences;
- your dates at the College, house and other information from your time here;
- information about your career, interests and relationships with other members of the College community;
- records of events you attend and your contact with the College; and
- records of donations, Gift Aid declarations and the due diligence the College carries out on significant gifts.

3. Why we use it and our lawful bases

Data will be processed for the purposes of maintaining an accurate record of those who were educated and employed at Hurstpierpoint College and to keep alumni, friends and other members of the school community updated about the activities of the College and events of interest, and to support the College's fundraising. The College's lawful bases are:

- **legitimate interests:** for example keeping the College's historical record, keeping in touch by post, organising events and fundraising research;
- **consent:** for marketing and fundraising by e-mail, text message or telephone, where the law requires it; and
- **legal obligation:** for example Gift Aid records required by HMRC and checks on the source of significant donations.

The College will process only the minimum personal data to achieve these purposes.

Routine contact with alumni and friends will be by post and e-mail. We will send you marketing or fundraising e-mails only where you have agreed to receive them or where the law otherwise allows. Telephone or mobile phone will only be used as a method of contact if you give consent to be contacted in this way. You can change your preferences at any time.

4. Who we share it with

The College may share your data with the following companies who have contracts with the College and are required to protect your data to the standards required by data protection law. These are:

- Microsoft and West Country Business Systems, the College's IT software providers;
- KIT United SAS, the supplier of Hivebrite, the College's alumni platform

We also share personal data with The OJ Club, the College's alumni association, and where necessary with HMRC (for Gift Aid) and the College's professional advisers.

5. Transfers outside the UK

KIT United SAS is a company registered in France and data passed to Hivebrite may be stored in other countries in the EEA. The EEA is covered by UK adequacy regulations. Where any other supplier (for example Microsoft) stores or accesses data outside the UK we make sure the transfer is lawful, for example under UK adequacy regulations or the UK International Data Transfer Agreement or Addendum.

6. How long we keep it

A basic record of your time at the College (your name, dates and house) is kept permanently as part of the College's archive. Your contact and engagement details are kept for as long as you remain in touch with the College and are reviewed every five years. Gift Aid declarations and donation records are kept for six years after the last gift to which they relate. If you ask us to stop contacting you we will keep a short suppression record so that we can respect your wishes.

7. Where we get it from

We will obtain most of the data the College requires from you and from College records of your time here. We may also receive information from The OJ Club and from publicly available sources such as company websites, Companies House, professional networking sites and the press, to keep your details up to date and to support fundraising research.

8. Whether you have to provide it

You are not under any statutory or contractual obligation to provide personal data to the College as an alumnus or friend. If you choose not to, the College may be unable to keep you informed about events and news.

9. Automated decisions and profiling

There is no automated decision making that has a legal or similarly significant effect on you. The College may use publicly available information to understand the interests of alumni and friends and their capacity to support the College. This is a form of profiling. You can object to it at any time by contacting the Bursar and we will stop.

10. Your rights

Under data protection law you have the right to:

- ask for a copy of the personal data we hold about you (a subject access request);
- ask us to correct data that is inaccurate or incomplete;
- ask us to delete your data or restrict how we use it in certain circumstances;

- object to our use of your data where we rely on legitimate interests and object at any time to direct marketing;
- ask for data you have given us to be transferred to another organisation in certain circumstances; and
- withdraw your consent at any time where we rely on consent (this does not affect anything we did before you withdrew it or any processing for which we have another lawful basis).

Some of these rights are subject to exemptions. To exercise any of them please contact the Bursar.

11. Complaints

If you are unhappy with how the College has handled your personal data you have the right to complain to the College. Please send your complaint to the Bursar at bursar@hppc.co.uk or by post to the College. We will acknowledge your complaint within 30 days of receiving it, investigate it without undue delay and tell you the outcome. Data protection complaints are handled under the College's Complaints Procedure.

You also have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk or on 0303 123 1113. The ICO will normally expect you to have raised your complaint with the College first.

12. About this notice

This is a summary. It should be read with the College's full Privacy Notice.

This version was published in November 2026 and will next be reviewed by November 2028. Any substantial changes that affect your rights will be notified to you directly as far as is reasonably practicable.