

## Privacy Notice

In order to comply with GDPR, we are required to publish a privacy notice which lets you know your rights regarding information we hold on our database. At the Organising Team meeting on 25th March 2018, the following was agreed:

- The name of the organisation is “Kesteven Training College/Kesteven College of Education Reunion” (KTC/KCE Reunion)
- The purpose of the organisation is to plan, publicise and run biennial reunions for former staff and students of Kesteven Training College, later Kesteven College of Education, and to share other relevant information with its members via “Reunion Newsletters”.
- Membership of the organisation is open to all former staff and students and, where appropriate their partners, through a biennial membership fee paid to the Membership Secretary of the organisation on or after the Biennial General Meeting which takes place during reunion weekends.
- The membership secretary of the organisation will maintain a database which includes the following information about former staff and students of the college and, where appropriate their partners:
  - Family name/surname
  - Forenames/given names
  - Former name if applicable, e.g. maiden name, name at college
  - Years at college
  - Full postal address
  - Telephone number
  - Email address where applicable
  - Whether currently a member of “KTC/KCE Reunion” or not
- Data held will be used solely for the purpose of contacting former staff and students to provide information about reunions and, where relevant, to mail out the “Reunion Newsletter”.
- Data held may be used by any member of the “Reunion Organising Team” for the aforementioned purposes only.
- Data held on an individual will never be shared with a third party without his or her express permission.
- Individuals whose data is held under the aforementioned conditions have the “right of erasure”, and can request the removal of their details at any time. KTC/KCE Reunion undertakes to comply with any such request with immediate effect.
- All individuals whose details are held on the database at the date of this notice will be contacted as soon as possible and their express permission sought for their data to be retained by KTC/KCE Reunion for the purposes set out in this document.

Sue Ellis (Jack, 1973 - 1977)  
Membership Secretary

To be removed from the mailing list please email with the word **NO** in the subject line and your name and address in the body of the email.

To stay in touch, please email with the word **YES** in the subject line and your name and address in the body of the email.

The email address to use is:

**membership@kestevencollege.com**