



QUEEN MARGARET UNIVERSITY GRADUATES' ASSOCIATION

DATA PROTECTION PRIVACY STATEMENT AND PROCESSES

1. Introduction

Queen Margaret University Graduates Association (QMUGA) is an organisation for former students and staff of Queen Margaret University, Edinburgh (formerly Queen Margaret University College, Queen Margaret College and the Edinburgh College of Domestic Science). Life Membership to the Association, is open to former students who have completed a recognised course of study, and to all present and former staff, both academic and administrative. The Association was formed in 1914 as the "Old Students Guild" - however it is now entitled the Queen Margaret University Graduates' Association (QMUGA).

QMUGA aims to promote friendship among former Students and members of the University Staff, through:

- Arranging and holding events which members are invited to attend.
- Fulfilling the wishes of Miss Whites' Will, in the provision of Madras Lodge, our holiday home in Gullane, (bequeathed to the Association by Miss White), for rent only by QMUGA members.
- The QMUGA Newsletter which is sent to all members, for whom we have email addresses, advises members of forthcoming events, provides photos and news of previous events, the activities and achievements of other members, and information on matters relating to the University. The QMUGA Newsletter along with a Programme of Events, appears on a dedicated page within QMYOU Magazine.
- Collaborating with the University in the furtherance of the activities and objectives of the University.

2. Privacy Statement and Processes

This Privacy Statement explains how QMUGA collects, processes and stores the membership data we hold, how we manage and protect the data, whilst outlining how it is used in the provision of membership services and to ensure we meet our contractual obligations to our members.

In the provision of Membership services, when processing the personal information relating to all members of the Association, we take our responsibilities seriously and ensure it is held, used, transferred and processed in accordance with all applicable Data Protection laws.

a) Processing

QMUGA processes the information outlined in this Privacy Statement whilst adhering to the eight principles of data protection as laid down in Article 5. of the GDPR:

- Data is processed fairly and lawfully
- Data is processed for specified purposes only
- Adequate, relevant and not excessive
- Accurate and up to date

- Not kept longer than necessary
- Processed in accordance with data subjects' rights
- Processed and held securely
- Not transferred outside the countries of the European Economic Area without adequate protection.

b) Personal Data held by QMUGA

The information we hold, relating to our members comes from the membership application form completed, when members apply to join the Association. On joining the Association each member is issued with a Membership Number which is included in the members data and is used as a membership reference.

c) The Personal data held for each member is as follows:

Full name (and maiden name if provided), address, post code and preferred email address. QMUGA Membership Number, Course Studied and Year of Graduation.

d) Data Collection, Storage and Protection

- **Collection.**

Members data is collected when members join the Association

- **Storage and Protection**

- All membership data is kept securely. The membership data is formatted on excel spreadsheets and the spreadsheets/workbooks are password protected
- The membership data is kept 'up to date' at all times
- The membership data is 'backed up' on a regular basis with the use of memory sticks. The Membership Secretary saves the most up to date version of the membership data on to a memory stick and passes it to the Minutes Secretary at the three monthly QMUGA Committee meeting. The Minutes Secretary returns the previous version memory stick to the Membership Secretary, who in turns deletes the now 'out of date' information. The 'backing up' of Data in this way, is minuted after every committee meeting
- No membership data is disclosed either verbally or in writing, accidentally or otherwise, to any unauthorised third party
- Members Data is kept until the Membership Secretary is advised of the death of a member
- Historical Data is password protected and archived for reference if and when requested following the GDPR guidelines
- The QMUGA Committee is advised of any queries regarding data protection, including Subject Access Requests and complaints. Any data protection breaches are swiftly brought to the attention of the QMUGA Committee, to allow the QMUGA Committee to provide support in resolving a breach or breaches
- where there is uncertainty, around a Data Protection matter, advice is sought from the QMUGA Committee

e) How members data is used by the QMUGA (including legal basis)

Members Data is used for the following purposes:

- As a member of QMUGA all members enter into a contract with QMUGA, the members data is used to allow both parties to fulfil the contractual obligations.
- To confirm membership status.
- To facilitate the issue of the QMUGA newsletter.
- To keep members up to date with relevant news and information about Queen Margaret University

- To undertake general membership administration
- To check membership status should a member wish to book a stay in Madras Lodge
- To confirm Madras Lodge bookings

f) Sharing of Data

The security of members data is important to us. We may facilitate the communication between QMU alumni and QMUGA, for example for reunion purposes, but in doing so we do not release members personal contact details without prior permission from members.

g) Members rights and changes to this statement

We retain members data indefinitely in support of the members life membership of the Association. Data is only removed from the active membership list, when the membership Secretary receives notification of the passing of a member. Deceased members data is then archived and held securely for historical reference.

Members can amend their information which is held by the Association, or mailing preferences, at any time by contacting our Membership Secretary.

Sylvia Northcott.
 QMUGA Membership Secretary
 Email: sylvia@thenorthcotts.net
 Address: 22 Waulkmill Drive. Penicuik EH26 8LA

A note is included with the personal data of members who have requested not to receive communication from the Association, to ensure members are not contacted again inadvertently.

Where we use a member's personal information, with their consent, members may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given e.g. reunion purposes.

The controller of the members personal data is Queen Margaret University Graduates' Association.

Any changes we make to this data protection statement e.g. a change in Membership Secretary, will be published on our website, and a note of the changes will be included in the next QMUGA Newsletter due to be issued following the changes being made.

h) Subject Access Requests

The Association is required to permit members of the QMUGA, to access their own personal data, and to request a copy of the information, via a Subject Access Request. Any member wishing to exercise this right should do so by email or in writing to the QMUGA Membership Secretary.

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