

15th May, 2018

Dear Old Novocastrian,

Personal Details and Data Protection

A very special relationship develops between the RGS and its students and staff and therefore we would very much like to continue to keep in touch with you. To do this we would like to keep basic details of your time at school such as attendance dates, what you have been doing since leaving the school and your contact details.

We would also like from time to time to share your contact details and school dates with the Friends of the RGS, which runs a range of social events, and the RGS Educational Trust, which raises money for the bursary fund.

We are committed to adhering to best practice with regard to Data Protection as set down by the Office of the Information Commissioner and in order to ensure that your consent to data protection procedures at the RGS is up to date please read the consent information below and, if you are happy to do so, sign at the bottom of the page and return to the Development Office.

As part of the requirements of GDPR the school has to produce a Privacy Notice that details how we hold and process your and your children's data and our obligations. It also details your rights relating to your data.

You can access the Privacy Notice for the RGS on the website under the Policies section or using the following link:

<https://bit.ly/2GGLITD>

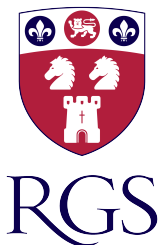
We very much hope that you will agree to sign below so that we can continue to keep in contact with you.

Yours sincerely,

John Fern
Headmaster

John Fern - Headmaster

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX
T: 0191 281 3940 E: hm@rgs.newcastle.sch.uk www.rgs.newcastle.sch.uk



Consent to Contact

The Royal Grammar School, Newcastle, has a wonderful relationship with its friends and supporters especially our former students and teachers. We enjoy keeping in touch with you and hearing your news and achievements. However, changes in data protection legislation means that we require your positive consent to retain your data that will enable us to contact you, invite you to events share details about our careers network and update you on bursary campaign activities.

All data will be held securely by the Royal Grammar School (RGS), the Old Novocastrians' Association (ONA) and the Royal Grammar School Educational Trust (RGSET) and will be treated with confidentiality and sensitivity for the benefit of the school, the ONA and its members. Data typically consists of contact details, bank details (if provided) and other general information. The data is available to designated staff at RGS, recognised alumni groups and other clubs associated with the ONA and to agents contracted for particular alumni-related projects as appropriate.

Data is used for a full range of alumni activities, including the sending of publications, the promotion of benefits and services available to alumni, notification of alumni events, fundraising initiatives, programmes and opportunities involving ONA, RGS and the RGSET. Data will not be passed on to any other third party without your consent. Further details are available in the RGS Privacy Notice on the RGS website. Under the terms of the General Data Protection Regulation (EU 2016/679) and the UK Data Protection Act 2018 you may request that some or all of your data is not used for any of the above purposes. To do so, please write to The Bursar, Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX or e-mail: bursar@rgs.newcastle.sch.uk.

Title: _____ First Name: _____ Surname: _____

Address: _____

_____ Post Code: _____

Email Address: _____

Home Phone No: _____ Mobile Phone No: _____

I have read the above information and agree to the Royal Grammar School retaining personal data about me as set out above and for the specified purposes set out above. (please tick box)

Please indicate how you wish the Development Office to remain in touch with you: (tick ALL that apply)

Post Phone Email Text Social Media

Signed: _____ Date: _____

Please return this form to the Development Office, Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

John Fern - Headmaster

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX
T: 0191 281 3940 E: hm@rgs.newcastle.sch.uk www.rgs.newcastle.sch.uk