

Terms and conditions of use

The Alumnae & Friends section of the St Hilda's College website is a service provided for St Hilda's alumnae, parents and friends.

The St Hilda's College Facebook group and the LinkedIn groups are closed groups and all potential users will be verified against our current records during the registration process before being granted full access. St Hilda's College reserves the right to refuse access to anyone who misuses these groups in any way and to edit or delete postings to the sites.

We will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to us. Except as might be required by law we do not share any information we receive with any outside parties.

Use of Text and Images

If you would like to publish information that you find on our website, please send us a request to claire.harvey@st-hildas.ox.ac.uk. Where text or images are posted on our site with the permission of the original copyright holder, a copyright statement appears at the bottom of the page or section.

Accessibility

This website is designed to be accessible to visitors with disabilities, and to comply with federal guidelines concerning accessibility. We welcome your comments. If you have suggestions on how to make the site more accessible, please email claire.harvey@st-hildas.ox.ac.uk.

External Links

Links to external sites are provided for the convenience of visitors to this site. St Hilda's College is not responsible for the content of any external site and does not necessarily support their views or guarantee the accuracy of any information they provide.

Stay up to date!

We regularly invite alumnae and friends to update their contact details with the College through the mailings of our publications and our e-communications.

If you would like to update your personal details, please visit www.st-hildas.ox.ac.uk/content/update-your-details or download the update form, complete it and return it to us.

Data protection policy

The College adheres to the Data Protection Act 1998 which creates a framework of rights and duties which are designed to safeguard personal data. This framework balances the legitimate needs of organisations to collect and use personal data for business and other purposes, against the right of individuals to respect for the privacy of their personal details. There are eight principles defined in the Act:

1. Personal data shall be processed fairly and lawfully and for the purposes for which it was collected.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

All members of the College should be aware of the requirements of the data protection legislation and of their individual responsibilities concerning the legislation.

A failure to comply with the provisions of the Act may render the College, or in certain circumstances the individuals involved, liable to prosecution as well as giving rise to civil liabilities. Individuals are encouraged to familiarise themselves with the general aspects of Data Protection, particularly if they are dealing with personal data as part of their duties, which can found at the following links:

- [University Policy on the Data Protection](#)
- [The Information Commissioner's Office](#)

The College will only use your mailing and email address for St Hilda's related business and news, to communicate with you about alumnae relations, and to support the development programme. Our use may include acquiring publicly available data and information, as well as information from the person themselves, to target our fundraising appeals more effectively. This is only a minor part of our activities. The majority of the information we hold on our alumnae has come directly from the individuals concerned. Many of our communications to alumnae include a link to this data protection statement, and for many years, all alumnae have been able to opt out if they do not wish their data to be used in this way. We have never sold, and will never sell, any data to external partners.

The annual publication *The Chronicle* (formerly *Report and Chronicle*), which all alumnae receive, has for several years included the following statement:

All data are securely held in the St Hilda's College Development & Alumnae Office and will be treated confidentially and with sensitivity for the benefit of St Hilda's College and its members. The data are available to our academic and administrative departments, recognised alumnae societies and clubs associated with the College, and to agents contracted by the College for particular alumnae-related projects.

Data are used for a full range of alumnae activities, including the sending of College publications, the promotion of benefits and services available to alumnae, and notification of alumnae events and of programmes involving academic and administrative departments.

Data may also be used for fundraising programmes which might include an element of direct marketing. Data will not be passed to external commercial organisations.

Under the terms of the 1998 Data Protection Act you have the right to object to the use of your data for any of the above purposes.

If you have any questions please email development.office@st-hildas.ox.ac.uk.

As many alumnae will know, the University of Oxford has a database system known as DARS (Development & Alumni Relations System). St Hilda's College has not opted into using DARS. Consistent with other colleges in the same position, we only share contact data updates with DARS, to support good communication with alumnae. St Hilda's College will be using software supplied by Blackbaud Inc, a US and UK based company, to store data and process some of our email communications with you. Blackbaud have undertaken to comply with the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003. Blackbaud Inc is a member of the US Safe Harbor initiative, further details of which can be found at www.export.gov/safeharbor.

We are committed to transparency in the use of our data and we will continue to review this data protection statement to see if we can make it clearer.

If at any time you have any queries about the use of your personal data or wish to change the fact of, or extent of, use of your personal data, please contact Bronwyn Travers, Development Director and Fellow, at development.office@st-hildas.ox.ac.uk or St Hilda's College, Oxford OX4 1DY. Alternatively you can visit <http://www.st-hildas.ox.ac.uk/node/400> to let us know how we may contact you.