

# Old Girls Survey 2019

## Who we are

This survey is being administered by St Cuthbert's College.

## How we will use your data

All the questions we ask in this survey are optional for you to answer, unless we require certain information to identify you as an alumna of St Cuthbert's College. These mandatory questions are clearly marked at the beginning of the publicly available version of the survey only.

St Cuthbert's College and the St Cuthbert's Old Girls Association will use the **contact details** you provide in this survey to send you:

- alumnae event invitations
- St Cuthbert's and Old Girls news, such as the Evergreen Ties magazine and messages from the Old Girls Association President, the school Principal and Trust Board
- Information about volunteering opportunities
- Fundraising appeals and raffles

If you have let us know your **communications contact preferences**, we will respect these from April 2019 onwards (there is a slight delay while we update our database). As most of our direct communications with alumnae are sent by email only, if you have not selected this option you may not receive all school communications in future.

Any information you give us about your **school experience, interests, and reasons for interacting with the school and Old Girls Association** will be used to tailor some of the information we send you so that it is more relevant to you.

**Other information** you provide as part of the survey will be used to improve our programmes generally for the benefit of all St Cuthbert's alumnae.

The **email address you provide at the end of the survey to be entered into the prize draw** will not be added to your school record – this will only be used to contact you if you are the prize winner.

We will not publish any information you have given us in the survey without your permission, which will be sought where relevant after the survey has closed.

## How we will store your data

Once the survey has closed, your survey answers, personal information and contact details will be stored securely in the St Cuthbert's College database and linked to your school record.

Unless you tell us otherwise, your personal and contact information will be held by us indefinitely in order to fulfil our promise to you of life-long membership of the St Cuthbert's Old Girls Association, and to confirm your status as an alumna of St Cuthbert's College. The answers you give that are not required to confirm your alumnae status or to send you ongoing relevant communications will be deleted from our systems after a period of 5 years.

## Who else will have access to your data

The survey is being conducted online using SurveyGizmo software. You can find out about how they store your data [here](#). Your data will only be held in SurveyGizmo until April 2019 when it will be transferred to the school database and deleted from our SurveyGizmo account.

Holly Palmer Consulting Ltd will have access to your survey answers only for the purpose of analysing the results. They will not have access to your contact details and personal information. You can find out more about how they use and store data [here](#).

## Access, questions and changes

If you have any questions about the data we hold about you, how your data is being used, or would like to update your permissions and preferences, please contact us at:

**Email:** [alumnae@stcuthberts.school.nz](mailto:alumnae@stcuthberts.school.nz)

**Telephone:** (09) 5204159

**Address:**

St Cuthbert's Development Office

PO Box 26020

Epsom

Auckland 1344

New Zealand