



Blundell's School

Development Office & Old Blundellian Club

PRIVACY STATEMENT

Introduction

This privacy notice explains how we use your data, how you can control the way in which we use that data and what actions you can take if you would like to change the way in which your data is being used.

Who we are

Blundell's School Development Office & The Old Blundellian Club are the umbrella organisations which look after the members of the worldwide Blundellian family, with the aim of building and maintaining good relations between the school and all interested parties; fostering support for, and pride in, all that the school seeks to achieve; and encouraging a culture of giving. In order to do this the Blundell's School Development Office and the Old Blundellian Club maintain a constituent relationship management database called In Touch.

The Blundellian community comprises

- Old Blundellians
- Current Parents
- Past Parents
- Past Staff
- Present Staff
- The Peter Blundell Society
- The Sir Francis Popham Society
- The Friends of Blundell's Social Committee
- The Governors
- The Former Governors
- Well wishers who have specifically requested to be part of our network

What kind of information we collect

We may collect the following information about you:

- Your contact information including your name, address, telephone number and email address
- Personal information used to identify you such as your date of birth, marital status, gender and your relation to any related contacts already known to us
- Social, economic, financial and demographic data (see below for further information)
- Information regarding your donation amount and method, your bank account or card details if required to process payment, the reason for your donation, your tax and gift aid status and your preferred methods of future contact, and
- Information regarding any connection you may have to Blundell's School.

How we gather information

Data is transferred annually from the school database relating to the contact details of new parents. Any updated contact details for parents are also forwarded to the Blundell's School Development Office and the Old Blundellian Club office. In addition, data is collected and updated from information provided by constituents when making donations, filling in forms, booking events, joining Blundell's related societies, visiting the Bursary or participating in any Fund/Friend raising campaigns. A record is kept of all correspondence between Blundell's Development Office and constituents.

In some cases, by using a researcher, we may supplement the information you have given us with data from elsewhere. Examples include adding social, economic, financial and demographic data to our fundraising information, improving or correcting contact details or conducting appropriate due diligence to safeguard the reputation of the school in the case of significant financial transactions. Sources of data could include information gathered from a news article, or online media, publically available directories or Companies House.

What we do with your data

The personal details held about you will be used only by Blundell's School and upon appropriate memberships such as the Old Blundellian Club, Friends of Blundell's Social Committee, and the sporting and activity societies, to send you information on activities, events and fundraising appeals, which we think will be of interest to you. If you make a donation, your personal details will be used to administer that donation including processing payment.

The information which we may collect from research on publically available sources is used to inform our fundraising approaches. We tailor our approaches to ensure that the fundraising strategy is appropriate and tailored to individual interests, and will not cause offence. We may also use your personal information to report on and analyse fundraising activity to enhance levels of giving and the quality of our fundraising efforts.

Protecting your data

Data is kept secure on our database with appropriate security measures in place.

We may pass data to other organisations, known as Data Processors, to provide specific services to us. An example would be providing data to a mail house in order to send out the Blundell's Diary. A contract is always in place with a Data Processor, and they are not allowed to do anything with your data other than what we have requested.

How long do we keep your data

We will keep your data for as long as is needed to complete the task for which it was collected. Relationships between constituents and a school are often long term ones, and so we expect to keep your data for as long as that relationship exists. In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Our legal bases for using your information

The law requires us to tell you the legal basis upon which we process your data, which are the following:

- To comply with our legal and regulatory obligations and to allow you to exercise your individual rights and freedoms. For example, if you Gift Aid a donation, then we are required to tell HMRC the name and postcode of the donor and the date and amount of the donation.

- To meet our (or someone else's) legitimate interests to do so, including those listed under the section entitled 'Who we are' (above). As required under data protection laws, we carry out an exercise to balance our legitimate interests against any intrusion on your privacy and, if the impact on your privacy is substantial, we are unlikely to continue or begin processing your personal data in such a manner.

Your Rights

You have a variety of rights about the way we process your data. These are as follows:

- **Rectification:** if information held about you is incorrect you can ask us to correct it.
- **Access:** you can ask what information we hold about you and be provided with a copy. We can also give you extra information such as why we use this information about you, where it came from and what types of people we have to send it to.
- **Deletion:** you can ask us to delete the information that we hold about you in certain circumstances. For instance, where we no longer need the information.
- **Restriction:** our Thursday, 20 September 2018 use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your information where:
 - a. we are using it for direct marketing purposes (e.g. to contact you about Fund/Friend raising campaigns), although you may prefer to change the way in which we communicate with you instead;
 - b. the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your information" above; and
 - c. we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of you at an event for historical reasons.

If you are not satisfied with the way we have processed your data, then you can complain to the Information Commissioner's Office (ICO) at www.ico.org.uk.

Changes to this privacy statement

We may update this Privacy Statement at any time and we will make any updated Privacy Statement accessible to you. We may also notify you in other ways from time to time about the processing of your personal information.

Contacting us

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, or if you would like to update the information we hold about you, then please contact the Development Office.

Development Office

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