

Privacy Notices – Alumni and Friends of the Foundation

Alumni includes former employees, former pupils, and former parents of the Foundation schools including Abbotsford School, Crescent School, St Joseph's School & St Mary's Priory School

Friends includes volunteers, supporters and associates, donors, mentors, suppliers, policy makers and advocates of the schools within The Princethorpe Foundation

Who we are

“We” means The Princethorpe Foundation, including Princethorpe College, Crackley Hall School, Little Crackers Nursery, and the Crescent School.

For the purposes of Data Protection legislation, The Princethorpe Foundation is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Foundation is:

The Princethorpe Foundation, Princethorpe College, Princethorpe, Rugby, Warwickshire CV23 9PX.

The Compliance Officer for the Foundation is Mrs Rebecca Iley, Foundation Director of Business Services. You can speak to her in school or you can leave a letter at Reception or send one by post or email foundationoffice@princethorpe.co.uk. In this policy, ‘we’ and ‘us’ means the Foundation.

How we use your information

This statement sets out the basis on which any personal data we collect from you, or alternatively which you provide to us in person, through our websites or via social media, will be processed by us.

If you have been a pupil, parent or member of staff, some of the personal data is transferred from your pupil, parent or staff record to the Foundation's alumni database. This personal data will have been collected from you as part of your application process or provided by you through updates to the Foundation during your time as a pupil, parent or member of staff and will include:

- your name, title, preferred first-name, gender preference, nationality and date of birth;
- your home or parental address, email address and telephone numbers;
- your former school in the case of being a past pupil.

Some of the personal data held about you has been created by us as part of your education record or your relationship with us, namely:

- the date you started and ended study, volunteering or work at the school
- your interests and extra-curricular achievements;
- your reason for leaving and onward destination
- in the case of former pupils, any public examination qualifications on leaving

Some of the data held about you is provided by you during your transactions with us, namely:

- updates to your contact details;

- your spouse/partner's name and whether they are also a past pupil of the Foundation;
- children's names, gender and year of birth;
- record of verbal or email conversations/meetings including personal interests and extra-curricular activity;
- career highlights and other life achievements;
- dietary preferences;
- web activity whilst visiting our websites;
- your bank account number, name and sort code. At no point do we store payment card details if you donate, or pay for an event, using a payment card;
- where donations have been made, the gift amount, purpose, date and method of payment including cheque numbers or payment references;
- tax status and Gift Aid Declaration information.

We may hold personal data relating to your professional history. This data may have been freely provided by you or it may have been obtained from social or publicly available sources and other services which provide email addresses and telephone numbers), namely:

- your current and previous employment status/roles and work contact details;
- your photograph;
- your income band.

We may hold personal data that has been created by The Princethorpe Foundation from other personal data that we already hold (ie name, address, postcode, and employment data), either through internal or external research/profiling, namely:

- your estimated income & net asset worth and potential capacity to make a gift;
- philanthropic interests and gifts to other charitable organisations;
- a rating of your level of engagement and as a gift prospect which is created from a mix of your event attendance, donation history and other interactions with us

We use CCTV on our sites to help provide a secure and safe environment. When you are on our sites your images will be captured by our CCTV cameras and stored securely on our recording servers for a limited period of time, which is up to 6 months, in case we need to review a previous incident.

In the event of an incident occurring we may be required to share CCTV images which may contain your identity, with third parties such the police or an insurance provider.

We are unable to provide you with copies or access to images captured by CCTV if requested.

Our legal basis for processing your personal data as an Alumni or Friend is for legitimate interests, to keep in touch with our wider community, organise events, and fundraising:

- feature news and updates from our wider community in publications to celebrate success;
- send you publications (eg alumni information and news or updates about the schools);
- invite you to alumni and other school events;
- ask for your help as a volunteers and mentor;
- ask for your help to support careers information provision and networking services;
- conduct surveys including research on when and whether particular donations or funding appeals may be of interest to you;
- make fundraising appeals by email, direct mail, telephone and personal meetings and ensure that we only send you communications about events or fundraising appeals which would be of interest to you;
- carry out wealth analysis and research in order to improve our understanding of our

alumni and supporters, inform fundraising strategy and target our communications more effectively;

- facilitate the general administration of the school and manage the feedback of any complaints;
- protect and promote the school's aims and objectives, the administration of staff and suppliers;
- fulfil the school's legal obligations.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Foundation to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We will not share your information with any other organisations for marketing, market research or commercial purposes, and we do not pass on your details to other websites.

We may share information within the Foundation, but only in a way that complies with Data Protection Regulations.

We may pass on your personal information if we have a legal obligation to do so to the police, regulatory bodies or legal advisors.

We may share personal data with third party organisations who carry out contracts on our behalf. We will only share personal data that is relevant and proportionate. Our partners are subject to contractual agreements that help to ensure compliance with Data Protection legislation. This sharing may happen in the following few circumstances to:

- maintain your contact details so that we can keep in touch by letter, email or telephone;
- send you an alumni newsletter, magazine or news sheets;
- send you direct mailing relating to products or services eg merchandise;
- send you direct mailing relating to our fundraising appeals;
- telephone you for affinity or fundraising purposes;
- assess your ability to support us with a gift;
- external service providers such as photography, film and PR advisors.

The information disclosed to these organisations does not normally include any sensitive personal information about you. Where any sensitive personal information is to be shared, the Foundation will ensure the processing is done securely and in accordance with data protection legislation. Such processing of sensitive data may be necessary for protecting the vital interests of the data subject or another person, for reasons of substantial public interest and/or the establishment, defence or exercise of legal claims.

Our disclosures to third parties are lawful because they are in the legitimate interests of fulfilling the services we deliver to our community of Alumni and Friends of the Foundation.

We do not normally transfer your information to a different country that is outside the European Economic Area. If this happens, we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your information.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it.

We consider our relationship with Alumni and Friends of the Foundation to be lifelong. That means we will maintain a stakeholder record for you until such time as you tell us that you no longer wish to keep in touch. In this instance we will delete the majority of your personal data but will maintain a basic personal record (name, title, gender preference, date of birth and your start and end dates of your association with the Foundation) to ensure that we do not inadvertently create a new record in the future, but thereafter we will no longer contact you.

Visitors to our websites and cookies

When someone visits our websites, we may collect standard internet log information and details of visitor behaviour patterns.

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs and preferences by gathering and remembering information about your likes and dislikes.

We use third-party cookies to collect information for analytics purposes and to improve your experience of the site. This information is collected anonymously and may be stored off-site. If you do not consent to the use of these cookies, you will need to disable them in your browser.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our web site in order to tailor it to customer needs. We only use this information for statistical analysis purposes.

Overall, cookies help us provide you with a better web site by enabling us to monitor which pages you find useful and which you do not. A cookie cannot give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but it is usually possible to modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the web site.

Links to other websites

This Privacy Policy does not cover the links within www.princethorpe.co.uk linking to other websites that are not controlled by the Foundation. We encourage you to read the privacy statements on the other websites you visit.

Your rights

You have the right to:

- ask for access to your personal information;
- ask for rectification of the information we hold about you;
- ask for the erasure of information about you;

- ask for our processing of your personal information to be restricted;
- data portability;
- object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information that we hold about you, please contact:

- Mrs Rebecca Iley, Foundation Director of Business Services, The Princethorpe Foundation, Princethorpe College, Rugby, Warwickshire CV 23 9PX, email foundationoffice@princethorpe.co.uk

More information about your rights is available in our Data Protection Policy. If you would like to receive a copy, please contact Mrs Rebecca Iley, Foundation Director of Business Services at Princethorpe College or by email: foundationoffice@princethorpe.co.uk.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Lead (Mrs Rebecca Iley, Foundation Director of Business Services) and if you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

EJKT/Stone King
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