



## **Privacy Notice**

### **For the Old Leightonians and Friends' Community**

#### **Introduction**

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

If you have any questions about this notice, please contact the Alumni Relations Office or the Bursar, who has overall responsibility for Leighton Park's Data Protection Policies.

#### **What is "personal information"?**

Personal information is information that identifies you as an individual and relates to you.

#### **How and why does the School collect and use personal information?**

The personal details we hold on you are used by Leighton Park (the School) and the Old Leightonians to send you details of activities, events and fundraising appeals which we think may be of interest to you.

We believe that there is a Legitimate Interest to send you this sort of information, as you have an enduring relationship with the School, as demonstrated by your membership of the Old Leightonians and / or your on-going connection with the School. We will never sell or share your details to other organisations, unless required to by law.

The School may engage third parties to undertake fundraising or data cleaning on our behalf, and to help us with postal mailings. In these circumstances, we will ensure that we receive and hold appropriate data protection agreements with them, ensuring their compliance with the law and your privacy.

Our database contains the following information regarding you:

1. Name, contact details and dates at School, events which you have attended in the past, so that we can contact you with queries and ensure you are updated on future similar activities;
2. Higher and further education and career information, where we have these, to help us approach those who may be interested in helping current students with university choices, employment options and other career development activities;
3. Details of donations you have given to the School in the past, are currently making or future pledges you have shared with us. This includes bank details which you have shared with us for the purpose of donations. This allows us to recognise you as a donor, ensures our regulatory reporting obligations are met and enables us to claim gift aid, where appropriate. Further information regarding our donor policy is available on request.

## **Where is personal information stored?**

The School uses a company called InTouch Software, a UK Limited company, to manage and store your information. It is registered as a Data Controller (registration Z9010321) under the Data Protection Act 1998 and General Data Protection Regulation coming into force May 25 2018, (the Act), and complies with all its requirements. This registration is renewed annually as required by law.

InTouch data is stored in two databases. The one we access at School is installed on a server located within the School's secure server room. InTouch Software also hosts a copy of the data to enable them to run the OL Connect web site on our behalf, and this is stored on a server owned by InTouch, located in Manchester, at a reputable co-location company called M247.

## **How can I update my personal information?**

You can update the contact, further educational and career information we hold on you, either directly by logging onto the OL Connect website with a unique password-protected log in, available on request, or by emailing the Alumni Relations Office with your new details.

In addition, you can unsubscribe to all communication with us by clicking "unsubscribe" at the bottom of our mailings, by sending us an email or letter, or by telephoning the Alumni Relations Office at School. Once you have done this, we will not contact you again unless you inform us that we can.

## **What decisions can I make about my information?**

From 25 May 2018 data protection legislation gives you several rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and how it has been used;
- you can ask us to delete the information that we hold about you in certain circumstances;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our 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.

The Bursar at the School can give you more information about your data protection rights if required.

## **How are you likely to contact me?**

We aim to use electronic and telephone communication with you, wherever possible, as this allows us to quickly and easily contact you, and respond to your queries. It also allows us to provide more regular news and updates from the School. However, if you would like to change the way we contact you, you can ask us to change to postal communications only.

We may ask for your consent to share your contact information with other members of the OL and the wider School community; we will not share these details if you have not given us your express permission to do so.

## **Further information and guidance**

The Bursar is the person responsible at our School for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would and most importantly, treat the information we hold fairly.

If you consider that we have not acted properly when using your personal information, please contact the Bursar at School in the first instance.

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