



SEDBERGH
SCHOOL
FOUNDATION

Sedbergh School Foundation Privacy Statement

Your data

The Sedbergh School/ Foundation and OS Club share a common source of data on all alumni, donors, students, staff and friends of the School. The long-term intention behind this shared resource is to improve mutual understanding, by enhancing the quality of our communication at all levels and developing a better appreciation of our relationship with you, and other alumni, donors and friends.

The information held on the database will comprise data that has been collated by the School/Foundation/OS Club and is updated when information is made available through changes made by alumni on programmes such as “Gradway” used by the OS Club, through email, and other contacts with the School, Foundation or OS Club. We hope that this will lead to your details being kept more up to date and that it will help improve our communications with you. For the purposes of the Data Protection Act 1998 (“the DPA”), the School/Foundation/OS Club are joint “data controllers” of the personal data held.

Personal data

Any personal data held about you by the Foundation will usually have been collected from you during the course of your relationship with the School/ Foundation/OS Club. Some of the data may also have been obtained from publicly available sources and third parties.

The personal data that may be stored and processed are divided into two categories. The “*shared tier*” which is accessible by the Foundation/School/OS Club, includes your name and title, contact details, information about your education history, awards you have received (prizes, scholarships, accolades, bursaries etc), current interests and activities (including honours, achievements, qualifications, etc), spouse/partner and family details (i.e. the name, address and year of birth of any such family member), professional activities, relationships to other alumni, donors, students, staff, friends and Sedbergh groups (eg Finance and Property)

and to organisations and other groups, communications and marketing activities by the School/Foundation/OS Club with you and your attendance at “Sedbergh” related events.

Access to further information such as financial data (including records of donations that you have made to the Foundation and any direct debit or standing order details), additional information provided about your family and particular personal interactions is held in a “*restricted tier*” which is only available to the Foundation staff and any individuals in the School Bursary who are involved in the financial arrangements, accounting and reconciliation of reports for management and annual accounts.

Purposes for which your data may be used

Unless you have requested otherwise, the School/Foundation/ OS Club may use the data held for a full range of communications and marketing activities with you (by mail, e-mail, telephone or text message), including distribution of publications, the promotion of benefits and services, notification of events and for programmes involving academic and administrative departments. Data may also be used in fundraising programmes. Tools may be used to monitor the effectiveness of our communications with you, including email tracking, which records when an e-mail from us is opened and/or how many links are clicked within the message. The data from this tracking will only be used in an aggregated and anonymised form.

The data will not be passed to external organisations or individuals other than those acting in a capacity as agents for the School/Foundation/OS Club. Please note that some users from the School/Foundation/OS Club may access your personal data from outside the European Economic Area. (eg OS Club groups abroad, Sedbergh School in China.) The School/Foundation/OS Club does not sell any data to third party organisations.

You have the right under the DPA to object to the holding of your data on the system or the use of your data for any or all of the above purposes. Please contact the Sedbergh School Foundation Office (see contact details below) or the School or OS Club as appropriate if you wish to opt out of your details being held, or if you wish to opt out of receiving any or all of the range of communications and marketing activities, or if you wish to amend the contact information we use to reach you.

If you request that your data are removed from the database, we will remove all personal data, with the following exceptions:

- your name and House attended, subjects studied and years of attendance.
- a note of the request to remove your data will be retained, to prevent you from being inadvertently contacted in the future;
- information needed to comply with statutory requirements (such as in relation to Gift Aid) may be retained, but only for so long as those statutory requirements specify; and/or
- an anonymous reference may be attributed to you in documentation compiled from the record of your event attendances and/or the record of donations that you have given, for the purposes of internal or external recording or accounting for any event attended, and for any donation required to be retained for audit, reporting or accounting purposes.

Security measures and Data Retention

We take the security of your personal data very seriously. In addition to the security measures imposed on users, it is a condition of School/Foundation/OS staff and their individual users accessing the data (including when this is from outside the UK or the EEA), that they undertake additional measures to protect the security of any personal data accessed.

Your rights to access your personal data

As a data subject, under the DPA you have rights of access to the personal data held about you by any data controller. If you wish to access the personal data held about you by the School/Foundation/OS Club please contact the Foundation using the contact details below:

Contacting us

If you have any queries about the use of your personal data, wish to notify us of a change in your contact or other details or wish to request a change to the processing of your personal data, please contact the School/Foundation/OS Club as appropriate

Sedbergh School Foundation

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