**The aims of this Privacy Notice**

BRGS Fundraising Trust Privacy Notice

BRGS promises to respect any personal data you share with us and keep it safe.

Our former students, supporters and friends of BRGS are hugely important to us and this Privacy Notice explains how the Development Office at BRGS collects, stores, manages and protects your personal information.

It outlines the types of personal information we hold and how we use this to provide services to our alumni, supporters and friends of the School.

The Development Office which is responsible for the operational running of the BRGS Fundraising Trust is part of the School which means that the School is ultimately responsible for how the Development Office use your information. For full details on how the School use the information of pupils and parents more widely and the School’s privacy notice, please go to <https://www.brgs.org.uk/parents-and-students/policies>.

**Who we are and what we do**

The Development Office supports BRGS through the development of meaningful relationships with alumni, pupils and parents (current and former) and supporters of the School echoing the School’s community-focused ethos and the School’s values of support, trust, ambition, respect and ultimately, opportunity. We do this by offering a range of educational, social and networking events, publications and careers-focused events for current and former pupils. We also fundraise to support capital and revenue projects.

We will do our utmost to keep your details up-to-date and will conduct checks to make sure the details we have for you are current and, where appropriate, update them using publically available sources and professional social media networks.

We use your personal information to ensure we contact you in the most appropriate way, improve our offering and to ensure that we work efficiently and effectively in our goal of supporting our current students to fulfil their future ambitions.

**The personal information we hold about you and from where this is obtained**

The Development Office has a separate alumni database from other School departments which is currently hosted by a third party, Future First, where former students register their details and personal information ( Future First Privacy Policy: <https://futurefirst.org.uk/privacy-policy/>) and the Development Office uses this data to keep in touch with former students. The Development Office’s records contain personal information collected during the course of our relationship with pupils, alumni, parents, supporters and friends. The **vast majority** of information that we hold is obtained **directly from you**, for example, information we obtain through you attending School events such as reunions.

However, where this information might be obtained **indirectly from another source** we have indicated this transparently in the following table.

|  |  |
| --- | --- |
| **Personal Information** | **Where we get this information from if not from you** |
| Name, title, gender and date of birth  | If you were a pupil at the School your parents may have provided this information.Press article/occasionally from another member of the school community  |
| Contact details including postal address, email address, phone number and links to social media accounts | Updated details from publically available sources |
| Information about your time at BRGS and other institutions  | From other departments at BRGS.Occasionally from other members of the alumni and supporters community.Occasionally from professional social media networks.  |
| Information on your recreations and interests e.g. if wishing to arrange an event for those who have gone on to pursue a career in the Arts. | From other departments at BRGS.Occasionally from other members of the alumni and supporters community.Occasionally from professional social media networks. |
| Family and spouse/partner details and your relationship to other members of the alumni and supporters community  | From other members of the alumni and supporters community.Occasionally from professional social media networks. |
| Records of donations and Gift Aid status, where applicable (required by HMRC) | n/a |
| Bank details for the purposes of processing donations or payments to the School | n/a |
| Your communication preferences  | n/a  |
| Volunteering you have undertaken on behalf of the School  | From other School departments. |
| Media articles relating to you  | From media sources. |
| Information on your engagement in School events, groups or networks and photographs taken on such occasions  | Through your participation at these events. |

**How we use your personal information**

Your personal information is used by the Development Office for a number of interdependent purposes, including alumni relations, communications and fundraising.

These include the following communication and marketing activities which may be sent by mail, email, telephone and social media, depending on the communication preferences you have expressed to us:

* publications, including, but not limited to, the termly *Friends of BRGS* newsletter
* BRGS news updates
* Notification of events for alumni, supporters and friends of the School, including, but not limited to, reunions, receptions/dinners and talks from distinguished speakers
* Fundraising programmes; appeals and requests for donations without expectation or pressure
* Requests for assistance with pupil mentoring schemes and the School’s *Next Steps* Careers Programme
* We may ask you for feedback in order that we can continue to improve on our services to our wider School community

We may use tools to help us to improve the effectiveness of our communications with you, such as by tracking emails we send to see if they have been opened. We monitor website visits using tools such as Google Analytics to improve our website and services.

We may have to carry out due diligence regarding any generous donations which you may make to the School in order to comply with our legal obligations.

**Sharing your personal information with third parties**

From time to time, we do facilitate communication between individual members of the alumni community at the request of a former student. However, we never release personal contact details without your prior and express permission.

The School may use third-party partners to support our activities which are described above. For example:

* If you interact with the School through a third party we may obtain information about you from that third party, for example, for Gift Aid purposes.
* Personal information obtained in this way is treated no differently to any other information once held by the Development Team.

**Sending information to other countries**

We may communicate with you (post/email/telephone depending on your communication preferences) when you are overseas e.g. a number of our former students are based internationally.

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: <http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm>

If the country that we are sending your information to is not on the list or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, in the absence of any other safeguards, there might not be the same level of protection for your personal information as there is in the UK.

**Our legal grounds for using your information**

This section contains information about the legal basis that we are relying on when handling your information.

1. **Consent**

In many cases, we are processing your personal information because you have given your consent to this.

1. **Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. Specifically, we have a legitimate interest in:

* Using your information to administer our events;
* Promoting the objects and interests of the BRGS Fundraising Trust. This includes fundraising e.g. if we want to raise money for a new development;
* Facilitating the efficient operation of the Development Office;
* Safeguarding and promoting the welfare of our pupils with whom you may be in contact e.g. if you are providing work experience or mentoring;
* Ensuring that we comply with our legal obligations

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the Development Office using the contact details below.

1. **Legal obligation**

Occasionally the Development Office may need to use your information in order to comply with a legal obligation.

1. **Vital interests**

To protect vital interests of a data subject or of another person.

1. **Necessary for the performance of a contract**
2. **Performance of a task carried out in the public interest**

**For how long do we keep your information?**

The Development Office will keep information about you for as long as you want to be part of our school community so that we can communicate with you, in compliance with our data protection and other legal obligations.

We may keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example if we consider the information might be useful if someone wanted to write a book about the School.

**Your rights and decisions which you can make about your information**

The Development Office considers relationships for alumni, supporters and friends of the School to be life-long but at any point you can, of course, contact us to update your communication preferences or say you no longer wish to hear from us.

If you choose to opt out of all future communications, or exercise your right to object we will stop communication immediately.

We will always try to ensure that the information we hold on you is up-to-date, reasonable and not excessive. We really appreciate it if you let us know if your contact details change.

From May 2018 data protection legislation gives you a number of 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. There is no charge unless it entails excessive administrative time.
* 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.

**Changes to this policy**

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on the BRGS website or by contacting you directly.

**Questions**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

Mrs S L Taggart, School Business Manager / Data Protection Officer on 01706 234500.