



## PRIVACY NOTICE – ST ALBANS SCHOOL FOUNDATION

### ST ALBANS SCHOOL FOUNDATION

Development Office  
St Albans School  
Abbey Gateway  
St Albans  
Herts  
AL3 4HB

Email: [development@st-albans.herts.sch.uk](mailto:development@st-albans.herts.sch.uk) / Telephone: 01727 515184

Charity No. 1092932

Registered in England No. 4400125

Name of Data Controller: St Albans School

Data Protection Officer: The School has appointed Marc Davies of Cybercrowd to act as Data Protection Officer. His contact details are [dpo@cybercrowd.co.uk](mailto:dpo@cybercrowd.co.uk) / 0203 858 7372

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St Albans School is committed to protecting your privacy and security. This Notice is intended to provide information about how the Development Office within the School will use (or process) your data. For the purposes of the document, 'supporters' of the Foundation will include alumni of St Albans School, current and former parents, former staff and other friends.

As part of its operations, the School collects and processes personal data and thus is a data controller for the purposes of legislation relevant to the General Data Protection Regulation (GDPR).

The School will **never** sell your data. We will always respect your wishes regarding how you would like to be contacted.

This information is provided in accordance with your rights under Data Protection Law to understand how we use your data. Supporters of St Albans School are all encouraged to read this Privacy Notice and understand the School's obligations to its entire community.

Due to the changes in legislation which govern how we can communicate with you, namely the General Data Protection Regulation, we have changed our lawful basis for the methods and permission to contact you which now requires your consent. **This allows you to retain control of how we use your data.**

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## YOUR RIGHTS

You are in full control of how we use your data and you have the right to ask us to stop processing your personal information at any time. In some cases however, we may be legally required to retain some of your core data, for example, to keep a record of your non-mailing preferences and the years which you attend the School.

You have the right to;

- Be informed about the collection and use of your personal data
- Rectify incorrect or incomplete personal information we hold on you
- Erasure, or be forgotten, by asking us to remove your personal data (other than, but not exclusive to, the examples below)
- Make a Subject Access Request (SAR) for the personal data we hold on you
- Withdraw your consent, or change or restrict your processing and communication preferences at any time by using the contact details above
- Receive personal data you have provided in a structured, commonly used and machine readable format, or request we transmit it directly to another controller
- Object to certain purposes and bases for processing your personal data

**To exercise any of these rights, please contact [dataprotection@st-albans.herts.sch.uk](mailto:dataprotection@st-albans.herts.sch.uk)**

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/>

**For further information on your rights, please refer to guidance from the Information Commissioner's Office.**

## WHY WE COLLECT DATA

The St Albans School Foundation was established in 2008 to renew the tradition of benefactions, with the aims of allowing the most talented and deserving young people to benefit from a St Albans School education regardless of parental ability to pay the fees. The Foundation also aims to preserve and update the School's historic site to provide the best of opportunities for our pupils, and to help the School further its Values and Ethos.

In addition to this mission, we aim to support our alumni network of Old Albanians, offering a range of social and networking events, and a regular programme of communications such as our e-newsletter and *Versa* publication.

We use our legitimate interest as the lawful basis for storing and processing your personal information. This allows us to carry out the purpose of the Foundation and provide relevant and timely communication to you regarding fundraising activity and relevant School news. In some instances, it is our legal obligation to hold certain tax information. For example, this is our lawful basis for storing your Gift Aid declarations, seven years after your last donation.

## WHAT INFORMATION WE HOLD

The Development Office holds a database of information on St Albans School supporters. The database is securely hosted by Blackbaud Inc who comply with the EU-U.S, Privacy Shield Framework. Blackbaud maintains reasonable administrative, technical and physical safeguards to protect personal data from loss, misuse and unauthorised access, disclosure, alteration and destruction. The School has archived records stored in the School Museum, too.

The data we hold may include;

- Personal information (name, address, telephone number, gender, date of birth)
- Industry sector and job function
- Record of postal, telephone or email communications sent to and received from you
- Record of donations given to the Foundation and Gift Aid declarations
- Current interests, School interests, House (while at School) and record of grades
- Mailing and communication preferences
- Event attendance information
- Media and/or publicly available articles about you
- Affinity to the School, wealth and inclination to support the Foundation

Please note that the Foundation does not store credit or debit card details.

## HOW WE USE YOUR DATA

The Foundation uses your data for a number of alumni relations and fundraising activities, including sending you publications, inviting you to events, providing services such as networking opportunities, conducting surveys and other alumni coordination. Depending on the preferences you have expressed, we may communicate with you by post, email, telephone or text.

We carry out targeted research activity to better understand our supporters and to help inform our fundraising strategy. In addition to the information you directly provide us with, we may supplement what we know about you with information from publicly available sources to help shape our activity and ensure any requests for additional support are tailored to you. This data also helps us to avoid sending irrelevant or inappropriate communication to you and allows us to prioritise our resources and operate as cost effectively as possible.

Publicly available sources where we collect data include sites such as LinkedIn, Facebook, Twitter, and Google searches. Publicly available data which we may collect could include those listed above under 'WHAT INFORMATION WE HOLD'. We will only record relevant data.

According to the IoF's *Good Asking Report* 2017, donors expect charities to carry out prospect research in order to use resources affectively. This includes wealth screening via a third party in order to raise more funds for the Foundation. This activity will only affect a very small percentage of our database and individuals have the right to object to this processing at any time.

We occasionally outsource our postal communications to a mailing house for printing and distribution. This is done so with appropriate and secure agreements in place.

## DATA RETENTION

We are expected to hold a certain level of relevant data on parents, alumni or supporters of the School, such as your name and the years which you attended as a pupil. If you exercise your right to erase yourself from our database, we will still retain this core data indefinitely in order to maintain our archives and avoid inadvertently contacting you.

Unless a request to remove data is received, information outside of this core area held on our database (listed under 'WHAT INFORMATION WE HOLD') will be reviewed at 10 year intervals\*, at which time the Foundation will review whether it is necessary to our function.

Hard-copy information which is physically stored in our archives and Museum, which predate the Development Office and its database, will be stored securely and indefinitely.

*\*after a review with a focus group of supporters, 10 years was decided as an appropriate length of time to retain data.*

## ARCHIVES

St Albans School dates back to 948AD - Our archives are extremely important in providing evidence of activities and telling a story of the institution and the individuals who are connected with it. The archives also increase our understanding of culture and beliefs of the time, both in education and in the city of St Albans. Below are some examples of archive material that we have digitised and published online for heritage and research purposes on <http://st-albans-sch-archives.co.uk/>;

- The Albanian (School magazine)
- The Roll of Honour (Listing OAs who have served in WWI and WWII)
- Soldier biographies: Sharing the stories and images of fallen OAs – preserving their legacies
- Photos through the decades

By digitising records, photos and biographies, we are able to make our archives accessible online. We aim to assist historians and genealogists piece together the lives of these OAs and soldiers – filling in the missing gaps of their early School life and beyond.

Any requests for material to be removed from this site should be sent to [development@st-albans.herts.sch.uk](mailto:development@st-albans.herts.sch.uk)

**May 2018**

*This Privacy Notice is publicly available on the School's website*

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