

---

## **Privacy Notice Supporters (Sponsors, Donors, Alumni, Trust and Businesses)**

**Policy agreed:** May 2018

**Policy Review Date:** April 2020

### **Notice about how we use your personal information.**

In this Privacy Notice "we", "our" "us" or the "School" means **The Bury Grammar Schools Trustee Limited** (company number 06612259) as trustee of Bury Grammar Schools Charity (registered charity number 526622). Our registered office is Farraday House, Bridge Road, Bury, BL9 0HG.

We collect and process information about our donors, sponsors, alumni and individual financial contributors (known in this document as 'you' or 'supporters') to allow for the effective development and support of the School.

We take your privacy seriously and this document outlines the information we collect about you and how we use this information.

We are responsible for the collection and proper management of any personal information you give to us. We will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws and the terms of this Privacy Notice.

This Privacy Notice sets out how we use and store your personal information as a supporter of our School, the legal reasons we have for using your personal information and what your rights in relation to your personal information are.

Please refer to the separate BGS Data Protection Policy.

### **INFORMATION THAT YOU GIVE US**

We will collect and use the following personal information about you:

- your name;
- your gender;
- your address, telephone numbers, email addresses and fax;
- your bank details

We may also collect and hold if relevant:

- business and career information and contacts;
- date of birth, school year leaving date;
- positions and interests held at school, educational history and school records;
- sibling and relationship details;
- potential fundraising information;
- donation history;
- historical record of communications with us including;-
- financial information.
- media reports;
- historical photos and reports;
- event attendance;
- your relationship to the School;

## **HOW WE COLLECT PERSONAL INFORMATION**

We collect personal information through our relationships with our supporters, which includes:- relevant information from School enquiry forms and applications, application forms and information from our archives and from publicly available sources. Also from OBA/OGA application forms and information from the School archives

We also collect personal information when individuals enquire about events or register for an activity, donate to School or otherwise provide us with it.

We may also carry out in-house research to assess the likely ability and individuals to make gifts to the School.

We may gather publicly available information to assist with our fundraising activities and we will undertake due diligence for donors in line with the School Ethics Policy.

## **HOW DO WE USE YOUR PERSONAL INFORMATION**

As an Independent School and a registered charity, it is necessary for us to collect payment details from supporters to process payments and donations whether by cheque, credit card or Direct Debit. For more information on this, please contact the Development Office **development@burygrammar.com**.

As a supporter of the School, we will also use your personal information in a number of ways which include:

- To keep you updated of news, events and fundraising;
- To maintain our alumni network and link you up with other alumni;
- The distribution of publications from the School such as The Key;
- To collect information for news and newsletters;
- Occasionally we may ask your permission to share reminiscences and reunions with other alumni for networking purposes and will obtain consent on an individual basis;
- To communicate with you and build a relationship with you;
- To invite you to School and fundraising events;
- To send invoices and financial updates/invitations for payment;
- To keep you updated on donation expenditure reports/ updates;
- To send you School /Development news and information;
- To update our website and archives;
- To collect feedback from you and to reply to questions/concerns/complaints;
- To respond to social media posts;
- To respond to questions, suggestions, concerns and complaints.
- To further the School's charitable purposes including fundraising activities by email or post (except where individuals have opted out).
- To inform you of policy changes.
- To send pupil progress reports (in the case of bursary sponsored students)

Named Pupil Sponsorship:

If you are an individual/Trust or Business sponsoring a pupil, we will action the following **with your consent**. Please also refer to our Bursary Policy.

- Send a brief anonymous outline of your profile to the pupil's family and duration of support. Unless you consent to a more detailed profile being sent to the pupil.
- Initially send you a brief profile of your sponsored pupil and family.
- Send you twice yearly a profile of the pupil's progress including first name, outline of achievements and relevant information on their educational progress.

- At times we may also wish to use your news and photos in School or Development newsletters. **We will always obtain your consent before we do this. See our Photography and Video Policy. (link)**

### **ON WHAT LEGAL BASIS WILL WE PROCESS YOUR INFORMATION?**

We will always process your personal information on lawful grounds and in particular on the grounds set out below:-

#### **Performance of a Contract/Service**

We will use your personal information to allow us to provide you with any services we have agreed to provide to you.

This information is likely to include your name, contact details and payment details, the name and information about the student and any additional information we may need to help meet your specific requirements.

If you do not provide us with the information set out in this paragraph, then we may not be able to provide you with these services.

#### **Legitimate Interest**

We maintain contact and provide a range of communications and an extensive programme of fundraising and events to strengthen and enhance mutual relationships with our Supporters. We regard this communication and related services as integral to our long-term partnership and the commitment to our heritage and development. We trust that we are fair in honouring this commitment to our supporters and the wider School community.

As a supporter of the School we may use your name, contact details and other personal information in connection with the development of the School, to raise funds and to build our relationship with you. This is likely to include the following activities:-

- To keep you updated of news, events and fundraising;
- To maintain our alumni network and link you up with other alumni;
- The distribution of publications from the School such as The Key;
- To collect information for news and newsletters;
- To communicate with you and build a relationship with you;
- To invite you to School and fundraising events;
- To send invoices and financial updates/invitations for payment;

- To keep you updated on donation expenditure reports/ updates;
- To send you School /Development news and information;
- To update our website and archives;
- To collect feedback from you and to reply to questions/concerns/complaints;
- To respond to social media posts;
- To respond to questions, suggestions, concerns and complaints.
- To further the School's charitable purposes including fundraising activities by email or post (except where individuals have opted out).
- To inform you of policy changes.

We may share your email address with Google and/or Facebook (acting as data processors) for them to use on our behalf in connection with the creation of marketing and promotion for us.

They may use this to serve targeted advertising/content to you via their platform. You can control what advertisements you receive via the privacy settings on the relevant platform

**You can ask us to stop doing any of this at any time**

**The above are done on the basis that they are in the School's legitimate interest as set out including raising funds and building and strengthening relationships with its supporters.**

### **Consent**

We may ask your consent to provide you with information including progress reports relating to specific student sponsorships as set out above.

Occasionally we may ask your permission to share reminiscences and reunions with other alumni for networking purposes and will obtain consent on an individual basis.

We may also ask your consent before publishing information or pictures relating to you in School or other publications on online.

**You can withdraw your consent at any time.**

### **Legal Obligation**

We may also use and disclose your personal data for compliance purposes, to the extent that we are required to do so by law or regulation, by a law enforcement or taxation agency or for the purposes of preventing crime.

### **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of or deleted in a safe and secure manner.

We will not keep your personal information for longer than we need it for the purposes we have explained above.

In particular, we will securely delete financial information you give us two months after your financial support of the School has ceased with your approval.

Where we have your personal information for marketing purposes, we will contact you every four years to make sure you are still happy to hear from us. If you do not wish to receive marketing communications from us anymore, we will remove you from our marketing list. To do so contact **dataprotection@burygrammar.com**.

If you have any questions in relation to our retention periods please contact us at: **dataprotection@burygrammar.com**.

### **HOW YOUR DATA IS STORED AND SHARED – SECURITY OF YOUR INFORMATION**

The School will always use the most appropriate procedures and technical security measures to safeguard your information (in both paper and electronic format) across all our computer systems, networks, website and premises.

Personal data stored electronically is password protected and mobile devices are password protected and encrypted where possible.

**SHARING YOUR PERSONAL INFORMATION**In order to provide you with our services that we supply and/or in our legitimate interests we may share your information with third parties including:-

- 1) External Auditors
- 2) Printers
- 3) Design agencies
- 4) Press and On-line magazines.(with consent)
- 5) Web designers/providers/ IT support providers
- 6) Marketing companies
- 7) Mailing houses
- 8) Mail Chimp email /web
- 9) OBA/OGA Officers (with consent)

### **TRANSFER OF YOUR PERSONAL INFORMATION OUTSIDE THE UK/EEA**

We do not store or transfer your personal data outside the UK or the European Economic Area.

## **HOW CAN YOU CONTACT US ?**

We have appointed several Data Protection Champions each of whom ensure that their area is compliant with the law and with this Notice. We have also appointed a Data Protection Central Contact who will pass any correspondence relating to Data Protection to the relevant Data Protection Champion. To contact the Data Protection Central Contact please email [dataprotection@burygrammar.com](mailto:dataprotection@burygrammar.com).

Any questions about the operation of this Notice or any concerns that the Notice has not been followed should be referred in the first instance to the Central Contact.

## **UPDATING YOUR DETAILS?**

If you would like to change any of your preferences relating to the way in which we may use your information then please send an email to [dataprotection@burygrammar.com](mailto:dataprotection@burygrammar.com).

Alternatively you can call on 0161 764 1733 and speak to the Head of Communications.

## **YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

We welcome any opportunity to enhance the quality of personal information we hold and we would encourage individuals to contact us with any new information or a complaint they may have with the School.

You have the right to ask us at any time:-

- to confirm whether we hold any of your personal data;
- to send you a copy of any personal data that we hold about you;
- to correct any inaccuracies in your personal data and to add relevant details where the personal data we hold is incomplete;
- to delete (to the extent possible) any of your personal data, where we are required by law to do so;
- to stop or restrict processing your personal data, where we are required by law to do so;
- to let you have a portable copy of the personal data we hold about you, where we are required by law to do so;
- to stop processing any of your personal data that we process on the basis of our legitimate interests; and
- to stop sending you marketing material. However please note that we may continue to send you service related (i.e. non-marketing) communications, such as emails relating to the services we provide.

**Where we process your personal data on the basis that you have given us your consent to do so then you may contact us at any time to withdraw your consent**

If you wish to exercise any of these rights, or wish to object to our use of your personal information or have any questions relating to the Privacy Notice, please write to us at the address given below.

**The Bury Grammar Schools Trustee Limited**

**Farraday House,**

**Bridge Road,**

**Bury, BL9 0HG**

Or by email to: [dataprotection@burygrammar.com](mailto:dataprotection@burygrammar.com)

### **CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email and posted on the website.

### **THE INFORMATION COMMISSIONER**

If you are dissatisfied with our handling of any complaint you also have the right to raise concerns with The UK Information Commissioner: <https://ico.org.uk>

10-4-2018 AEH