



ALUMNI & DEVELOPMENT PRIVACY NOTICE

DATA PROTECTION OFFICER

The Data Protection Officer is responsible for overseeing data protection within the school so if you do have any questions, please contact them via the information below.

Director of Finance & Resources - Mrs Angela Brassett

Email: brassetta@lingfieldcollege.co.uk

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.

WHAT IS PERSONAL INFORMATION?

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

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos, and video recordings of you are also personal information.

Lingfield College keeps information on computer systems and on paper. The school must make sure that this data is up to date, relevant and not excessive. The types of data that the school collects, holds and may share include:

- Characteristics (such as ethnicity, language, nationality, country of birth)
- Destinations after Lingfield College (a student's next school, university, or college)
- Images and Video/Audio recordings of Pupils. (CCTV, photographs, or videos)
- Personal Information (names, contact details, email addresses)
- Attendance at Alumni and Development events
- Support shown to fundraising events whether through volunteering, donations, prizes.

Personal information submitted to Lingfield College will be used strictly in accordance with the Data Protection Act, for the purposes specified in this Privacy Policy, the School's Data Protection Policy, and as otherwise permitted or required by law.

WHY HAVE WE GIVEN YOU THIS PRIVACY NOTICE?

Lingfield College is a data controller for the purposes of the General Data Protection Regulations 2018 and this notice serves to students and alumni of the legal and lawful basis for which we process personal and sensitive data.

We are required to notify you of how we process your personal data during the student /alumni relationship. This notice explains how we collect, process, use, store, transfer and secure your personal data. It is important that you read this notice, together with any other privacy notice we may provide. We may update this notice at any time.

We process, collect, and use personal information about students and alumni under “Article 6” (public tasks) and “Article 9” (public interests) of the General Data Protection Regulation (GDPR).

- Article 6(1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2) (b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Note: We have a legal duty under GDPR to ensure that any personal data we process, collect and use is handled and stored securely

WHY DOES THE SCHOOL COLLECT AND USE PERSONAL INFORMATION?

Lingfield College’s primary reasons for using this information are to provide educational services and to promote students’ welfare. The school uses data for the following reasons:

- Cultivating strong relationships with alumni and the wider school community through direct marketing and fundraising initiatives.
- Creating opportunities for both current and former pupils to benefit from the knowledge and expertise within our school network.
- Enabling alumni to stay connected with friends and teachers, fostering social engagement and professional networking.
- Effectively promoting the School through various communication channels, including the use of photographs, videos, and images on our website and social media platforms.
- Organizing social and cultural events for alumni and the school community worldwide.
- Raising funds to enhance school life, improve infrastructure, and provide financial support through bursaries and scholarships.
- Conducting donor identification, background checks, and due diligence in accordance with our fundraising and donation policies.
- Advocating for the School’s mission and values.
- Supporting the efficient operation of the School.

Ensuring compliance with all relevant legal obligations. Some processing of personal data is on the basis of consent:

- Direct marketing and fundraising communications
- Website analytics

- Alumni relations

HOW DOES THE SCHOOL COLLECT DATA

The School collects information from the following sources:

- Direct correspondence with the Alumni and Development Office, such as emails with updated contact details.
- The School's pupil management system, ISAMS.
- The School's online platform, Connected Communities hosted by Toucan Tech.
- School publications, including Newsletters and magazines.
- Information gathered upon leaving the School, such as university destinations.
- Publicly available online sources and information shared on social media, such as job titles on LinkedIn.
- Donation and data collection forms, both in paper and digital formats, submitted to the School.
- At the point of leaving the Senior School in year 11 and in Sixth Form, students' may opt in to form part of our Alumni. The school will use the contact details of alumni and other members of the school community to keep them updated about the activities of the school, including by sending updates and newsletters, by email, and occasionally by post.
- As a fundraising organisation, we conduct in-house research and occasionally engage wealth-screening specialist agencies to gather publicly available information. This may include data from Companies House, the Electoral Register, company websites, media 'rich lists,' social networks like LinkedIn, property registers, and news archives. This research allows us to better understand our alumni and supporters, enabling us to tailor our fundraising and volunteering discussions effectively while ensuring a meaningful donor experience

TYPES OF DATA PROCESSED BY THE SCHOOL

- Personal details (name, date of birth, sex, nationality, names of family members, relationships with other members of the school community) is collected for the upkeep of our records
- Contact details (address, email address, telephone number) helps us to keep our community up to date on news from the school, upcoming events, volunteer opportunities and fundraising appeals
- School and university information (school years, university institution, university course, university years) helps us organise university-based or school year reunion events
- Professional details (occupation, employer, nature of business) help us organised professional networking events and also helps us to identify members of our community who could potentially help our pupils in finding work experience/internships or volunteer within our wider careers programme
- Interests and hobbies to help us create events and communications which appeal to our school community e.g. invitations to a golf event
- Donation information (donation amount, date, purpose/restriction, regular payment details, Gift Aid eligibility, Gift Aid address) is stored and processed to maintain accurate financial records for the school, and to comply with guidelines of both the Charities Commission and HMRC.
- Photographs from the school archive and those taken at school events are stored and

used in our communications to publicise our work. We use photographs or videos in our publicity and on our social media platforms and website.

- Interactions with members of our school community (school events attended, correspondence, communication preferences) help us to communicate with our school community appropriately and at sensible intervals.

HOW WILL WE STORE YOUR DATA & FOR HOW LONG?

The School will securely retain personal data only for as long as it is necessary for a legitimate purpose. If you have any questions about how this policy is applied or wish to request the removal of personal data you believe is no longer relevant, please contact the Alumni and Development Office. Please email development@lingfieldcollege.co.uk However, please note that the School may have lawful and necessary reasons to retain certain data

We will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information. We will store all the personal information you provide to us with strict procedures and security features to prevent unauthorised access. We will store all the personal information you provide to us on our secure servers or in locked storage facilities if on paper.

WHO HAS ACCESS TO YOUR DATA AND WHO THE SCHOOL SHARE YOUR INFORMATION WITH?

There are strict controls on who can see personal information. Mostly, personal data collected by the School will remain within the School and will be processed by appropriate individuals only in accordance with access guidelines e.g. on a need-to-know basis.

Alumni and Development personal data is stored on the School's Development CRM database, Toucan Tech. The data is processed by the appropriate School staff but is hosted by Toucan Tech.

To carry out the daily functions of the Alumni and Development team there are occasions when some third parties are contracted to supply services to the School. In specific circumstances, Lingfield College will share information with the following bodies:

- Schools, Colleges and Universities that students attend after leaving Lingfield (References)
- The School is legally obliged to share any of the above personal information with government authorities e.g. Police or HMRC
- Toucan Tech; CRM database to store all alumni, friends of the School
- SDS Education, who securely catalogue a database of information e.g. school admissions registers, photographs, magazines and articles.

The law prevents data from being transferred to countries outside the European Economic Area without prior checks being conducted to ensure that adequate protection processes are in place.

STAYING IN TOUCH AND YOUR CONTINUED SUPPORT

We contact Alumni, current and past parents from time-to-time to keep the Lingfield College Community informed of School news and events. This can be in a variety of formats including a

periodic newsletter, direct contact (by email or telephone) letters and event invitations. This list is not exhaustive.

If you no longer wish to hear from us about a particular matter or be contacted through a particular means, please contact us on development@lingfieldcollege.co.uk

YOUR RIGHTS

Any individual wishing to access or amend their personal data can do so by putting their request in writing to the Director of Finance and Resources.

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records
- Require us to correct any inaccuracies in your information
- Make a request to us to delete what personal data of yours we hold
- Object to our lawful basis for processing your data in relation to our legitimate business interest (or third-party interest)
- Object to the transfer of your personal data to a third party.
- Ask us not to process your personal data for marketing purposes

The School will endeavour to respond to such written requests as soon as is reasonably practicable and in line within statutory time limits. The School will be better able to respond quickly to smaller, targeted requests for information during term time. If the request for information is manifestly excessive the School reserves the right to charge for the costs of complying with the request. Please be aware that GDPR rights (including right of access) are limited to your own personal data and certain data is exempt.

If you have any concern(s) about the way we collect or use personal data, please contact the Data Protection Officer.

POLICY AMENDMENTS

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates which can be found on our website. The current privacy notice will always be available on the website.

COMPLAINTS

To exercise all relevant rights, queries or complaints please email brassetta@lingfieldcollege.co.uk and if we are unable to resolve your complaint, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email link: [ICO - Contact Us](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.



CONFIRMATION FORM

I have read the Alumni & Development Privacy Notice and understand the following Data Protection Principles that apply to Lingfield College's use of my personal data.

I understand that the School

- ✓ must use my data in accordance with my rights
- ✓ holds personal data about me which must be accurate and kept up to date
- ✓ must use my data fairly and lawfully and in a way that is relevant, not excessive
- ✓ must collect my data for specific, lawful purposes and will not use it in any way that is out of keeping with the original purpose for collecting it
- ✓ must not keep my data for longer than is legally necessary without good reason
- ✓ must keep my data safe and secure, protecting it against accidental loss, damage or destruction
- ✓ Must not transfer my data outside the European Economic Area without adequate protection

I understand that I can change my mind and withdraw my consent at any time.

Signed:

Print Name:

Form:

Date: