

## Privacy Notice

For members of the Old Wellingtonians'  
Association,  
former members of staff and governors, and  
parents whose children are no longer at  
School

*This policy refers to both Wellington Senior School and Wellington Prep School*

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Website	Yes

## 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.

If you have any questions about this notice, please contact the Development Office or the Bursar, who has overall responsibility for Wellington School's Data Protection Policies.

## What is "personal information"?

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

## How and why does the School collect and use personal information?

The personal details we hold on you are used by Wellington School and the Old Wellingtonians' Association to send you details of activities, events and fundraising appeals which we think may be of interest to you.

All personal data held is processed in accordance with the Data Protection Act 1998, the School's Data Protection Policy, which is available on the School website, and other relevant legislation. We believe that there is a Legitimate Interest to send you this sort of information, as you have an enduring relationship with Wellington School, as demonstrated by your membership of the Old Wellingtonians' Association and / or your on-going connection with the School. We will never sell or share your details to other organisations, unless required to by law.

The School may engage third parties to undertake fundraising or data cleaning / wealth screening activities on our behalf, and to help us with postal mailings. In these circumstances, we will ensure that we receive and hold appropriate data protection agreements with them, ensuring their compliance with the law and your privacy.

Our database contains some or all of the following information:

1. Name, contact details and dates at School, where appropriate, and events which you have attended in the past, so that we can contact you with queries and ensure you are updated on future activities;
2. Higher and further education and career information, where we have these, to help us approach those who may be interested in helping current students with university choices, employment options and other career development activities;
3. Details of donations you have given to Wellington School in the past, are currently making or future pledges you have shared with us. This includes bank details which you have shared with us for the purpose of donations. This allows us to recognise you as a donor, ensures our regulatory reporting obligations are met and enables us to claim gift aid, where appropriate. Further information regarding our donor policy can be found on the OWA and Wellington School websites.

Please note that we do not store credit/debit card details.

Personal data is stored securely with access restricted to authorised personnel only. Most information held has been obtained directly from you with some from publicly available

sources such as free directory services available via the internet, and via bookings you make for events at School via the Box Office and TryBooking.

We may use photographs or videos of you for the School's website and social media sites or prospectus to advertise the School. If you have any concerns about the use of photographs and videos please contact the Alumni & Development Office.

The School is committed to holding this data securely and treating it with sensitivity. Data will only be held for as long as it is necessary for the above purposes as outlined in our records retention schedule.

### Where is personal information stored?

Wellington School uses a company called InTouch Software, a UK Limited company, to run and store your information. It is registered as a Data Controller (registration Z9010321) under the Data Protection Act 1998 ('the Act') and complies with all its requirements. This registration is renewed annually as required by law.

InTouch data is stored in two databases. The one we access at School is installed on a server located within the Schools secure server room. InTouch Software also host a copy of the data to enable them to run the OWA web site on our behalf, and this is stored on a server owned by InTouch, located in Manchester, at a reputable co-location company called M247.

### How can I update my personal information?

You are able to update the contact, further educational and career information we hold on you, either directly by logging onto the OWA website with a unique password-protected log in, available on request, or by emailing the Development Office with your new details.

In addition, you can unsubscribe to communications with us by sending an email or letter, or by telephoning the Development Office at School, using the contact details at the end of this document. Once you have done this, we will not contact you again unless you inform us that we can.

### What decisions can I make about my information?

From 25 May 2018 data protection legislation confirms several 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. We will also give you extra information, such as why we use this information about you, where it came from and how it has been used;
- 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.

The Bursar at Wellington School can give you more information about your data protection rights if required.

#### How are you likely to contact me?

We aim to use electronic and telephone communication with you, wherever possible, as this allows us to quickly and easily contact you, and respond to your queries. It also allows us to provide more regular news and updates from the OWA and from the School. However, if you would like to change the way we contact you, you can ask us to change to postal communications only. Please let us know if this is the case.

We may ask for your consent to share your contact information with other members of the OWA and the wider Wellington School community; we will not share these details if you have not given us your express permission to do so.

#### Further information and guidance

The Bursar is the person responsible at our School for managing how we look after personal information and deciding how it is shared.

We may amend this Privacy Notice from time to time. Any significant changes to this Notice or to the way we treat your data will be communicated via the OWA and School websites or by contacting you directly.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would and most importantly, treat the information we hold fairly.

If you consider that we have not acted properly when using your personal information, please contact the Bursar at School in the first instance.

Our aim in holding your data is to help you “keep in touch”, nothing more and nothing less.

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