

Farleigh School Privacy Policy: Development and The Farleigh Society

Who we are:

Farleigh School Development Office and Society are committed to protecting your privacy. Both are departments within Farleigh School (registered charity 1157842 as 'Farleigh House Trustee'); the Farleigh Society is not constituted as a separate legal entity. The Development office and Farleigh Society hold data about past pupils, parents, guardians, former parents, and individual connections. This data is held securely and processed in accordance with the Data Protection Act 1998 and is used for the purposes of communicating pertinent information relating to Farleigh School and the Society's activities, including reunions, events, Development and alumni activities.

Personal data is processed by the school Development office and Farleigh Society for a range of alumni and Development activities, in accordance with the Data Protection Act 1998.

How information about you will be used:

- **The general administration of the school;**
- **The protection and promotion of the school's legitimate interests and objectives,** including:
 - The augmentation of the school community of alumni, parents, past parents, grandparents, staff, past staff and affiliated supporters;
 - The distribution of Farleigh Society and Development publications;
 - Fundraising information and requests for and updates on support for Farleigh's charitable purposes;
 - Notification of events and the promotion of any benefits and services that may be available;
 - Supporting the school in the future e.g. keeping a record of employees in a certain industry or sector;
 - Due diligence research in the case of donations or potential donations and gifts made to the school;
 - Potential fundraising research, which may include segmentation of the database by postcode, area or past giving etc., and/or wealth analysis or screening (from reputable, up-to-date public sources only) to help Farleigh gain a better understanding about its supporters and to tailor communications to them;
 - The maintenance of an historic archive in text and picture format;
 - communicating with the body of former pupils, including pertinent events and services and acting as an intermediary to connect alumni with each other, with each party's agreement;
- **The provision of educational support and ancillary services,** including provision of careers and mentoring services, with a subject's agreement;
- **The administration of staff and suppliers;**
- **The fulfilment of the school's legal obligations.**

Data will never be sold or given to external commercial, charitable or other organisations, nor auction sites. **We never share data with third-parties for marketing purposes. We also do not buy in tele-matching or source address updates from third parties.**

What data do we hold?

Personal data which you supply to us may include contact details, donation details, Society Membership details, personal data including pupil/alumni interests and awards, social media information and analytics, donations, volunteering history, inferred interests either notified directly or via peer or researched referrals, fundraising statistics and career details.

In addition, we may obtain supplementary 'profile' information from third party sources such as Companies House, social media, and bought-in screening services where such information may be of benefit to the school's relationship with an individual and to that individual's relationship with the school.

Currently, consent for data to be processed in accordance with this statement (for administration of the school, provision of educational support and ancillary services) is implied if such details have been made available to the school. Contact may occur via email, post or SMS and phone.

Online submission of personal information at the alumni or parent portals offers opt-in expressions of explicit consent for that data to be stored and processed, and may be easily and regularly refreshed. We are currently working towards a 'granular' opt-in option for all purposes and methods of communication.

What happens if you choose to opt out?:

It is hoped that all members of the Farleigh community will wish to continue to hear from the school on occasion about ways to remain involved, support, attend events and receive benefits and updates. Members of the Farleigh Society opting out of all contact should be aware that they will therefore no longer receive the Farleigh Review or the emailed Farleigh Tree Newsletter. Parents opting out of communications will miss out on event and project information and this is strongly advised against during the duration of their child's time at the school when they are active members of the school community.

Access to your information and correction:

You have the right to request a copy of some or all of the personal information Farleigh School holds about you and to have any inaccuracies corrected or to withdraw your consent to Farleigh processing data captured about you through any or all mediums, at any time. (We may make a small charge to cover the administration of information requests.)

Alumni, parents, grandparents and past parents are encouraged to update and opt in to their preferred communications on our website 'Farleigh Tree' (community) login area: <http://www.farleighschool.com/farleigh-school-societyDetail.php?About-1>

Who to contact:

- If you wish to opt out of contact from Farleigh School in any or all formats (except for in the case of current parents), please notify the Development office at the address below or via development@farleighschool.com.
- The Data Protection Officer is Director of Finance and Operations, Danny Boswell. Please direct any concerns about data protection to Danny Boswell in the first instance.

Director of Finance and Operations, The Bursary, Farleigh School, Red Rice, Andover, Hampshire,
SP11 7PW.

Last update:

This policy was last updated 22/01/2017 and will be reviewed regularly.