



# ST BENEDICT'S SCHOOL

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## **St Benedict's Development Office Privacy Statement**

This privacy statement explains how we process your data, how you can control the way in which we use that data and what steps you can take if you would like to change the way in which your data is being used.

This privacy statement explains:

- The Aims of the Development Office
- How the Development Office gathers information and uses data
- How the Development Office stores and processes your data
- Our Responsibilities
- Your rights
- How you can change your communication preferences
- Making a complaint

### The Aims of the Development Office

The Development Office aims to build and maintain good relations between the School and all interested parties; fostering support for, and pride in, all that the school seeks to achieve; while encouraging a culture of giving. In order to do this the Development Office maintains a constituent relationship management database.

St Benedict's School collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with GDPR. The School is the Data Controller of this data and is registered with the Information Commissioner's Office. Registration number is Z5539435.

The School's Data Protection Policy may be found on the Policies page of our website:  
<https://www.stbenedicts.org.uk/policies>.

Any queries about this Policy or how personal data is processed by the School should be referred to the Bursar.

### How the Development Office Gathers Information

Data is transferred annually from the school database relating to the contact details of new parents. Any updated contact details for parents are also forward onto the Development Office. In addition, data is collected and updated from information provided by constituents when making donations, filling in personal information forms on the school website, booking or partaking in events. A record is kept of all correspondence between the Development Office and constituents.

In some cases we may supplement the information you have given us with data from elsewhere. Examples include, conducting appropriate due diligence to safeguard the reputation of the school in the case of significant financial transactions. Sources of data could include information gathered from a news article, online media, publically available directories or Companies House. We do this to ensure our fundraising approaches are well informed and to allow us to tailor our fundraising strategy so that it is appropriate and will not cause offence.

### What the Development Office Will Use Your Data For

We will only use personal information provided by you, to us, for the following purposes:

- Maintaining a strong relationship with the school and encouraging direct involvement between the school, Old Priorians (alumni) and the Development Office
- To participate in organised Development Office events
- Distribution of School and Development Office publications
- Promote career networking
- The sending of emails, which will be tracked, sorted and analysed. There will always be an option to unsubscribe from our communications.
- To keep informed regarding school fundraising initiatives including Annual Funds, Bursary Appeals, Capital Projects and Fundraising Events.

Personal information used to carry out these practices includes (but are not limited to): names, addresses, donation details, academic history, co-curricular history, employment history and current interests.

Please note, your data will not be disclosed to external organisations other than those acting as agents for the school and Development Office to operate it's IT and Data Environments.

### How the Development Office Stores and Processes Your Data

The Development Office is obliged to abide by the data protection principles embodied in legislation. These principles require that personal data shall:

1. Be processed fairly and lawfully
2. Be held only for specified purposes and not used or disclosed in any way incompatible with those purposes

3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be kept for longer than necessary for the particular purpose
6. Be processed in accordance with data subject's rights
7. Be kept secure

### Our Responsibilities

The law requires us to tell you the legal basis upon which we process your data. St Benedict's will not share your data with third parties except where required to do so by law, e.g. If you Gif Aid a donation, then we are required to tell HMRC the name and postcode of the donor and the date and amount of the donation.

### Your Rights

You have a variety of rights about the way we process your data. These are as follows:

- Where we rely on our legitimate interest to process data, you may ask us to stop doing so
- You may request a copy of the data we hold about you
- If we are supplementing our information held about you by completing additional research, you can ask us not to do so
- You may change or stop the way in which we communicate with you or and process your data
- If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner.

### How You Can Change Your Communication Preferences

Should you object or wish to limit any such use of your data, please notify Tara George, Development Director by email at [development@stbenedicts.org.uk](mailto:development@stbenedicts.org.uk) or by telephone on 020 8862 2222. Please be aware that you are able change your communication preferences at any time.

### Complaints procedure

If you have any questions regarding the information in this Privacy Policy, please contact the Bursar, at [bursar@stbenedicts.org.uk](mailto:bursar@stbenedicts.org.uk)

If you would like to make a complaint about the way the Development Office is processing your data, please do so in writing to:

The Bursar  
St Benedict's School  
54 Eaton Rise  
Ealing  
London  
W5 2ES