

Privacy Notice for alumni, parents, donors and other members of the wider school community

Lancaster Royal Grammar School (LRGS) takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, or subject to unauthorised access. Where necessary, we implement appropriate network access controls, user permissions and encryption to protect data.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

1. Summary for data of alumni and other members of the wider school community

Lancaster Royal Grammar School (LRGS) supports a global community of alumni. In order to inform and engage alumni in a bespoke manner, the school processes personal data. This helps to ensure alumni get the best information and contact available and also helps us, where appropriate, to ask for your support with the things we believe you care about.

Prior to you leaving the school as a pupil we will write to you to ask whether you wish to be contacted by the school in the future as an alumnus. Data regarding alumni (including whether they wish to be contacted by the school in the future) is held on a specific alumni database. This privacy notice relates to these records. It does not apply to records created whilst a student is on roll at LRGS.

As an alumnus or friend of the school, you may wish to make a donation to the school in the future. Where this is the case you will also be classified as a donor. There is a separate donor privacy notice (**below**) that provides information regarding how this specific data is held.

The personal data we hold for former pupils

As a former student of LRGS, some of the personal data that we hold about you is transferred from your paper or electronic student record to the school's alumni database. This personal data will have been collected from your initial registration and time at school and may include:

- Your name, title, gender, and date of birth
- Your home or parental address, email address and telephone numbers
- Your familial relationships (parents, grandparents and siblings)

- Subjects studied, boarding house if appropriate and achievements (sports, music, etc.)
- Start and end dates and destination upon leaving
- Contact details updates, occupation, event registration and careers volunteer activity
- Whether you have consented to be contacted as an alumnus by telephone, email or post to enable us to comply with current data protection legislation. Please note that for alumni, we use our legitimate interests as the legal basis to process your data and contact you. We may hold personal data relating to your professional history. This data may have been provided by you, or it may have been obtained from social media (e.g. LinkedIn, Facebook) or publicly available sources. It may include:
 - Your employment status (e.g. part-time, full-time, retired)
 - Your current job title and work email address
 - Your current and past employers, name, address and telephone number
 - The dates that you have been employed in any particular role
 - Your previous role(s) and job title

The personal data we hold for members of the wider school community

This personal data will have been collected from you and may include:

- Your name, title, gender, and date of birth
- Your home or parental address, email address and telephone numbers
- Contact details updates, occupation, event registration and careers volunteer activity
- Whether you have consented to be contacted as an alumnus by telephone, email or post to enable us to comply with current data protection legislation. We may hold personal data relating to your professional history. This data may have been provided by you, or it may have been obtained from social media (e.g. LinkedIn, Facebook) or publicly available sources. It may include:
 - Your employment status (e.g. part-time, full-time, retired)
 - Your current job title and work email address

Why we use this data

We use this information to:

- Send school and alumni news
- Publicise events
- Recruit volunteers and mentors
- Make fundraising appeals by email, direct mail, telephone and face-to-face meetings and ensure that we only send you communications about events or fundraising appeals that would be of interest to you

Our lawful basis for using this data

We will process the personal information you provide for our legitimate interests and to enhance the experience of both our alumni and potentially our current students. This includes contacting you about relevant news and events.

How we store, access and protect your data

Personal data of alumni and members of the wider community is stored in one of the school's third-party databases. Access to personal data is restricted to those members of staff who have a requirement to maintain a relationship with you, and is controlled through password protection and user security profiles. All school employees, contractors and volunteers who are given access to personal data receive mandatory data protection training and have a contractual responsibility to maintain confidentiality.

LRGS considers its relationship with alumni to be life-long. This means that we will maintain a record for you until such time as you tell us that you no longer wish us to keep in touch. In this instance we will delete the majority of your personal data, but will maintain basic personal data to ensure that we do not inadvertently create a new record in the future.

Data Sharing

Alumni data may be shared with other departments of the school and with the Old Lancastrian Club to help promote closer links between the school, its former students, staff and the Old Lancastrian Club.

We will not disclose your details to external organisations or individuals other than those working on behalf of the school or unless the law requires us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the data protection officer Dr. David Rowe

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

2. Summary for Donors

This privacy notice explains how we use your data, how you can control the way in which we use that data and what actions you can take if you would like to change the way in which your data is being used. Donations to Lancaster Royal Grammar School Charity are received to benefit students at Lancaster Royal Grammar School. These donations are processed by the Lancaster Royal Grammar School Charity (Registered Charity 526602). To manage its records, a database is utilised.

How we gather information

Data is collected and updated from information provided by donors when making a donation. In some cases, we may supplement the information you have given us with data from elsewhere. Examples could include conducting appropriate due diligence to safeguard the reputation of Lancaster Royal Grammar School in the case of significant financial transactions. Sources of data could include information gathered from a news article, online media, or publically available directories or Companies House. The data we collect in relation to donors may include

- Your bank account number, name and sort code (used for processing Direct Debits/Standing Order Mandates)
- Gift amount, purpose, date and method of payment including cheque numbers or payment references
- Tax status and Gift Aid Declaration information
- Your spouse/partner's name
- Your contact details
- Record of verbal or email conversations/meetings including any personal interests which relate to financial gifts made to the school

What we do with your data and our responsibilities

The law requires us to tell you the lawful basis upon which we process your data. The personal details held about you will only be used to process your donation in line with our financial regulations and update you on projects you have donated to or expressed an interest in. Many activities are carried out to fulfil an agreement, e.g. the processing of a donation.

Protecting your data

Your data is kept securely with appropriate security measures in place.

How long do we keep your data?

We will keep your data for as long as is needed to complete the task for which it was collected. Relationships between donors and a school are often long term ones, and so we expect to keep your data for as long as that relationship exists. Please note that we are

legally obliged to keep certain types of data (e.g. Finance and Gift Aid) for specified periods of time.

Data Sharing

We will not share your data with third parties except where there is a legal obligation to do so, e.g. if you Gift Aid a donation, then we are required to tell HMRC the name and address of the donor and the date and amount of the donation. Our auditors will also inspect our records to ensure that donations are processed in line with the wishes of a donor. In all other cases, the law allows us to process your data if it is in our legitimate interests to do so, provided such processing is not overridden by your interests or your fundamental rights and freedoms. Practically speaking, this means that we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in the Privacy Notice.

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