

## **FP and Development Office Privacy and General Data Protection Statement**

The privacy and data security of our alumni (known as Former Pupils or FPs), friends and supporters, collectively our community, is very important to us. This statement specifically relates to data kept and processed within the FP and Development Office. This office works within the school, and in conjunction with the FP Clubs, to engage, inform and foster relations for the mutual benefit of the school and our community.

We want to continue to stay in touch with you and this statement sets out how we use and process your data. We want to be clear about what we collect, why we collect it, what we do with your data and why we do it.

### **Control**

You are in control of your data and we are committed to making sure that all our communications with you are welcome, secure and what you would reasonably expect based on our pre-existing relationship. At any time you can contact the Development Office with a query, to restrict data processing, or to update your contact preferences. This could include no further contact which we will respect. Minimal information may be retained to make sure we do not contact you inadvertently. Please inform us at the Development Office, Dollar Academy, Mylne Avenue, Dollar, FK14 7DU. The Data Protection Officer can also be contacted at the same address.

### **Transparency**

Personal data that we hold is stored on the School's secure servers and access is restricted to those authorised to so do and who have received training in data protection.

Personal data held and processed by the Development Department may include:

- Biographical information including your name, gender and date of birth
- Your contact details, contact history with Dollar and communication preferences
- Your education history, both at Dollar and beyond
- Your activities, societies, interests and co-curricular activities while at Dollar
- Your employment details and professional associations
- Your interests and volunteering activities as an alumnus
- Your family and partner/spousal details and familial relationships
- Information you have publicly shared on social media, such as LinkedIn
- Your donation history
- Your attendance at events organised both by Dollar Academy and on behalf of the FP Clubs

Your data is used to organise events, provide services and to support our future philanthropic ambitions. The communications may include sending out school publications, invitations to events and reunions, and future fundraising literature. Communication may be by post, telephone and increasingly by electronic means. We may use digital tools to monitor the impact of these communications, including email tracking to record when an email we send to you has been opened.

To ensure that our communications with you are relevant to you and to your interests, to better understand you as our supporter and to make appropriate requests for support, we may use additional information where available and legally obtained from external sources to help us.

## **Security and data-sharing with partners**

We promise to respect any information you share with us and keep it secure. All information is held and transmitted securely and (in addition to disclosure as permitted or required by law) may be disclosed on a considered and confidential basis to Governors, employees and/or staff of Dollar Academy. Data may also be transmitted to selected third parties who may provide services such as printers, mailing houses, wealth screening services and consultants. They are required to delete or destroy all such information once they have completed the agreed activities carried out on our behalf. Your data will not be disclosed to external organisations other than those acting as agents for Dollar Academy. We do not sell or share any of our data to third party organisations and we do not retain data any longer than is necessary for the purposes outlined above. We also facilitate communication between former pupils but will not release personal contact details without your permission.

## **Basis for processing**

Your pre-existing relationship with Dollar Academy establishes a legitimate interest in our sharing with you news of developments at Dollar, in the social and networking opportunities that we offer to our community and any future fundraising programmes. It is on this basis that we hold the information that you or others have supplied to us, and use it in the manner set out in this document. You will receive our general news, and information about our events and our future fundraising programmes, unless you have asked us not to contact you about certain subjects, or using certain methods (see above).

All personal data is held and processed strictly in accordance with the Data Protection Act 1998, with Dollar Academy's Data Protection Policy and with the General Data Protection Regulations (GDPR). We do not retain data any longer than is necessary for the purposes outlined above. As we may amend this Privacy Statement, any significant changes to either this Statement, or the way we treat your data will be communicated via the Dollar Academy website under Former Pupils, or by contacting you directly.

## **Consent**

As a result of the GDPR we require your consent to send you any communication in an electronic format or via post. You need to opt in with active and informed consent. We will provide you with an opportunity to do this. You can change your mind at any time. You can opt out of receiving information, either by electronic means, postal mail, or both, by writing to us or emailing us on [dollarfp@dollaracademy.org.uk](mailto:dollarfp@dollaracademy.org.uk)

## **Your rights**

You have the following rights;

- To have information erased or inaccuracies corrected
- To make a subject access request
- To prevent direct marketing, to prevent data portability and to prevent automated decision making

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