

Data Protection Information

Development and Alumni Relations at King Edward's School Witley

This statement explains how King Edward's School Witley (KESW) handles and uses data we collect about Old Witleians (past pupils and past staff), current and former parents and our past, current and potential supporters.

In broad terms, we use your data to keep in touch with you as Witleians and supporters, in order to keep you apprised of our activities and developments, to provide services to you, and to identify ways in which you can support us, through donations and/or other forms of financial and non-financial support.

How the School uses your data

Your data is used by us for a number of interdependent purposes, including alumni relations, communications and fundraising. These include:

- publications & surveys,
- appeals and requests for donations, including research on when and whether particular activities and appeals may be of interest to you, the promotion of the aims, ideals and interests of the School and the Old Witleians' Association (OWA), School and OWA events

Communications to you may be sent by post, telephone or electronic means, depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

What data is held by the School

The School hosts and maintains a database. Additionally, we maintain other electronic and paper records.

Most Witleian records contain:

- details of your School, College and University education,
- unique personal identifiers (e.g. student number, date of birth),
- your contact details.

We also record:

- your invitations to and attendance at School and Old Witleians Association events,
- other contact with the School or the OWA,
- your key relationships with other Witleians or supporters of the School,
- your career and other life achievements,
- donations made by you to the School or the Bridewell Foundation for King Edward's Witley,

- information about your areas of personal interest,
- personal data provided by you for a specific purpose or purposes (for example, disability, catering preferences or lifestyle status for event management), and
- your communication preferences.

Where data is included from sources external to the School we only use data from reputable sources (including LinkedIn details published by you, family members, honours lists and publications to which you have contributed).

Depending on constraints set by you, and which you may change at any time, and your geographical location, we may share data with some organisations associated with KESW and the OWA so we can inform you of activities and invite you to events in your region.

Any data sharing will be done on a considered and confidential basis, where appropriate, with:

- volunteer partners closely related to us (e.g. Bridewell Court governors, alumni group representatives), and
- contractors providing services to you on our behalf or services to us (our “data processors”).

We do not sell personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

We facilitate communication between individual Witleians. Where contact is requested by one Witleian for another we always check with that individual that details can be released to the other.

We do not release personal data without consent.

Your rights

The legal basis for processing your personal data is your consent, where you have provided this, and otherwise our legitimate interest.

You have the right to withdraw your consent at any time. There is no statutory or contractual requirement for you to provide us with any personal data.

In addition to the rights outlined above, you have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data electronically to a third party (data portability).

We will retain your data indefinitely or until you request us to do otherwise.

We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

You have the right to lodge a complaint with the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Questions and further statutory information

The controller for your personal data at KESW is the Development Office, and we can be contacted at development@kesw.org

Dr A N Lennard is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, and can be contacted at lennardan@kesw.org

Please contact us through the address given above if you have any concerns or questions about the above information. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with your specific request.

Where you opt out of all future communications or exercise your right to erasure, we will continue to maintain a core set of personal data (name, subject(s), matriculation and School completion details, unique School identification number and date of birth) to ensure we do not contact you inadvertently in future, while still maintaining our record of your academic achievements. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).