



Privacy Statement

For Old Decanians, Past Parents, Former Staff, Associates and Friends of Dean Close.

How we manage, use and store your data

When you give your consent, your personal information will be stored on the Old Decanian Society and Development Office's database, InTouch. We take appropriate measures to ensure that the personal information disclosed to us is kept secure, accurate and up to date.

How do we collect information?

Your details are added to the InTouch database with your permission and in accordance with the Whole School Data Protection Policy and Dean Close Foundation Privacy Notice. We create and populate records for Past Parents, Former Staff, Associates and Friends of Dean Close.

We obtain personal information from you when you contact us, enquire about our activities or make a donation to the School. We also sometimes collect information about you that is published, and append it to your record, for example a news article, information from your Social Media or from your LinkedIn profile.

What information do we collect?

The information that we store may include your name, date of birth, contact details (including email address & telephone number), employment history, areas of interest, your connection with Dean Close School and your relationships with other members of the School Community. If you make a donation to the School, we will also record details of your gift.

How do we use your information?

By giving us permission to contact you, your data may be used for any of the following purposes:

- To promote benefits and services available to the Dean Close Community;
- To promote careers programmes and activities;
- To distribute email and postal updates, for example, including School and Society newsletters, event invitations, notifications of reunions and publications;
- Emails may be tracked, stored and analysed and occasionally we may use your information for profiling and research purposes; ODS & Dev March 2020



DEAN CLOSE SCHOOLS

- To further our charitable aims and offer you the opportunity to participate or 'give back' through fundraising campaigns; Fundraising to support the School is an important element of our charitable work, so we may undertake appraisals to consider individuals' potential to make donations;
- To offer you the opportunity to feed back on the School and Society's operations and activities;
- And for any other legitimate purpose.

Under the new data protection law from May 2018 we have a number of lawful reasons that we can use (or 'process') your personal information. One of the lawful reasons is called 'legitimate interests'. Broadly speaking Legitimate Interests means that we can process your personal information if we have a genuine and legitimate reason and we are not harming any of your rights and interests.

Who has access to your data?

Your details may be made available to our careers and administrative departments to further the interests of the School, the OD Society and its members.

Representatives of the Headmasters and Bursar may also have access to our database along with Service Providers and Volunteers working on our behalf. Examples of service providers that we might use include mailing houses or screening names and addresses via a data bureau to remove out of date information from our mailing list.

If you would like to know more, please view the Dean Close Foundation Data Protection Policy.