

### Who we are?

George Watson's College ("The School") is managed by the Merchant Company Education Board, a registered Scottish Charity (SC009747).

The School's address is George Watson's College, Colinton Road, Edinburgh, EH10 5EG.

George Watson's College, as a Data Controller, is committed to protecting your personal information. In order to do this, it is important that we explain:

- What information do we collect about you?
- Why we collect this information?
- What we need from you?
- How do we collect that information?
- What we do with that information?
- Who do we share information with?
- How long do we keep your information?
- How can you access the information we hold on you?
- Where do we process and store your information?
- How do we protect your information?

### What information do we collect about you?

The information we may collect from you as a member of The Galleon includes:

- Information about who you are – e.g. your name, date of birth, contact details
- Next of kin, and family details if you have a partner or family membership
- Bank details
- Medical history

### Why we collect this information?

This allows us to process your membership application, collect membership fees, communicate with you, inform you of Galleon closures, changes and events, and carry out market research to ensure that we can make your membership experience as fulfilling as it can be.

We collect medical info to ensure that there are no medical issues which could impact on a member's health. If any of the associated medical issues apply to you, you will need to visit your GP to obtain approval to exercise before we can allow you to use the Centre.

### What do we need from you?

The information that you provide allows us to offer our services to you. However, we do require your consent to market activities and services run by third parties, such as instructors, or organisations letting the facilities at The Galleon to you.

### How do we collect that information?

You provide most of the information that we collect at the time that you join The Galleon. We may collect additional personal information about you depending upon how actively you engage with us.

You may give us personal information by email, when filling in forms on our website or on paper, or when you interact with us on social media or complete surveys.

## **What do we do with that information?**

If you consent to us collecting and processing your personal information then we may use it to:

- Process your membership application and fees
- Inform you of Galleon activities of interest
- Provide news and updates about The Galleon in email newsletters
- Ask you to fill in surveys for research purposes
- Track and monitor the effectiveness of our communications with you.

## **Who do we share information with?**

We will never sell and will not share your personal information with any third-party other than as specified in this privacy policy.

### **Your Bank**

If you opt to pay your fees by direct debit we will share your direct debit application with your bank to allow the direct debit to be set up.

## **How long do we keep your information?**

We keep the information for one year after the end of the financial year (31 July) in which you cease to be a member. Please be aware that we may have to retain a minimal amount of personal data for legal, historical and statistical purposes.

## **How can you access the information we hold on you?**

You have the right to access the personal information we hold on you. If you wish to receive a copy you may make a data subject access request to our Data Protection Officer, the Bursar.

We must confirm your identity before we can release any personal information.

If the personal information is inaccurate or incomplete, you can ask us to correct it. You can also ask for information to be deleted or removed if there is no compelling reason for George Watson's College to continue to hold it.

## **How do we process and store your information**

The personal information collected by the School will be held in electronic and/or physical format on secured systems within the European Economic Area. We will not knowingly transfer your personal information outside of the European Economic Area. We only store physical copies of documents containing your personal information on the School's premises. Information that we store electronically is retained on systems owned and/or managed by the School.

Details regarding how we store and manage data can be found in our Data Storage and Retention Policy.

## **How do we protect your information?**

This can be found in our Information Security policy.

## **How to Contact Us**

If you have any questions, comments or requests regarding this Privacy Policy please contact:

The Bursar / Data Protection Officer

George Watson's College

Colinton Road

Edinburgh

EH10 5EG

or

dataprotection@gwc.org.uk

or

0131 446 6000

## Complaints

If you are not satisfied with the way that we have handled any of your requests or questions relating to our use of your personal data then you can contact the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or phone 0303 123 1113.

The Information Commissioner's Office is the statutory body responsible for overseeing data protection legislation and law in the United Kingdom.

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