

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?

There are many people who will have a reason to contact us via the website, email or phone, or we may have dealings with you (e.g. neighbours, community council members etc). During such interactions you may give us the following types of information:

- Information about who you are – e.g. your name and contact details
- Financial information eg. credit card details
- Information about your family
- Photographs or videos
- We will only collect the information you share with us that is necessary to deal with the transaction, enquiry or complaint. We may need to collect information from other sources in order to provide you with the answer to your question.

Why do we collect this information?

We gather information to enable us to communicate with you and deal with the points you have raised.

What do we need from you?

We only need the information that you are willing to share with us.

How do we collect that information?

You may give us personal information by email, when filling in forms on our website or on paper, face-to-face, by telephone, or if you complete a survey. We may collect additional personal information about you depending upon how actively you engage with us.

What do we do with that information?

We will use your personal information to communicate with you and deal with the issue you have raised.

Who do we share information with?

We never sell and will not share your personal information with any third-party other than those specified in this privacy policy. We may need to share information with our professional advisors.

How long do we keep your information?

We keep all details for one year, although we may need to keep the information for longer due to legal requirements.

You can withdraw your consent to us collecting and/or storing your personal information at any time. If you withdraw your consent to us storing your personal information please be aware that we may have to retain a minimal amount of personal data for 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 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.