

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 if you or your organisation hires our facilities includes:

- Information about who you are – e.g. your name and contact details
- Liability and Personal insurance details
- Payment details
- Relevant licences, such as trading licences

Why we collect this information?

This allows us to process your application, confirm your identity, issue invoices, communicate with you, and carry out market research to ensure that the services we provide are continually improving for our customers.

What do we need from you?

By signing your contract you shall be agreeing for us, or the Myreside Pavilion operators, to process your personal data for the purposes of your facility hire.

Due to the large number of businesses that wish to advertise to the Watson's community, we only allow those people and organisations hiring our facilities to market their activities to our parents, staff, or Galleon members who have given their permission for such marketing, but only in lines with our Advertising Third Party Businesses Policy, which benefits the George Watson's Family Foundation. Your contact in the School, or at Myreside, will be able to advise you, please contact us if you wish to arrange advertising.

How do we collect that information?

We will collect information from an email enquiry, via a paper or our online venue hire form; or by telephone.

You may give us personal information by email, when filling in forms on our website or on paper, 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?

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

- Process your hire application and payments
- Communicate with you
- Ask you to fill in surveys for research purposes

Who do we share information with?

We will never sell and will not share your personal information with any third-party, apart from those mentioned here.

Myreside Operators

Our Myreside Pavilion is operated by a third-party under a commercial agreement. Our commercial agreement with them requires them to follow our Privacy Policy, and they will only process your personal data for the purpose of providing the service that you request.

How long do we keep your information?

We keep the information for one year, however payment history is kept for 7 years in accordance with HMRC requirements.

You can withdraw your consent to us storing your personal information at any time after our business with you has ended. If you withdraw your consent to us storing your personal information please be aware that we would not be able to process your hire. We may 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.

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