

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 Watson's Malawi Partnership may collect the following if you engage with us, and support the work of the Partnership:

- Information about who you are – e.g. your name and contact details
- Interests you have in/about Malawi
- Information about your interactions with us – e.g. events attended and invited to, donations given, emails, phone calls, and meetings
- Photographs or videos of you at events or activities arranged through the partnership.

Why we collect this information?

We are keen to ensure that all those who are interested (or have interests in Malawi) are kept in touch with what the Watson's Malawi Partnership is achieving, and what activities it is undertaking.

What do we need from you?

We need your permission to:

- keep your information, and to market the Partnership's activities to you.
- photograph you at events, use them in our publications, and to keep these photos in the archive
- seek donations to support our work in Malawi.

How do we collect that information?

You may give us personal information by email, when filling in forms on our website or on paper, by telephone, if you complete a survey, or attend an event. If you are a public figure (e.g. a politician), we may have collected your contact information from the public domain.

What do we do with that information?

We gather information to enable us to:

- communicate with you to raise your awareness as a supporter of The Watson's Malawi Partnership
- invite you to events
- seek donations and collect Gift Aid, if appropriate.

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.

Watson's Malawi Partnership Steering Group

The Watson's Malawi Partnership Steering Group is made up of GWC members of staff and other members of the Watson's community. The Steering Group members are listed on our website.

HMRC

If you have completed a Gift Aid declaration we will share your information with HMRC to enable us to collect the Gift Aid on your donations.

How long do we keep your information?

We keep all details for three years, although we may need to keep the information for longer due to legal requirements, e.g. financial information relating to donations.

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.

Version 1/Issue1/22 May 2018