

## **MGGS Development Trust – Privacy Notice**

### 1. INTRODUCTION

The Development Trust is a registered charity and our registered charity number is **1139086**. We take our responsibilities as a data controller seriously and are committed to using the personal data we hold in accordance with the law.

This privacy notice provides detailed information about how we process personal data. Please read it carefully and, if you have questions regarding your personal data or its use, please contact the school's Data Protection Officer by email on [central@mggs.org](mailto:central@mggs.org) or by telephone on 01622 752103.

### 2. TYPES OF PERSONAL DATA WE PROCESS

We process personal data about current and past pupils and their parents; staff, suppliers and contractors; donors, friends and supporters; and other individuals connected to or visiting the school.

The personal data we process takes different forms – it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual. Examples include:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- family details;
- education and employment data;
- images, audio and video recordings;
- financial information

### 3. COLLECTING, HANDLING AND SHARING PERSONAL DATA

We collect most of the personal data we process directly from the individual concerned. In some cases, we collect data from third parties or from publicly available resources.

Personal data held by us is processed by appropriate members of staff for the purposes for which the data was provided. We take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to school systems. We do not transfer personal data outside of the European Economic Area.

### 4. PURPOSES FOR WHICH WE PROCESS PERSONAL DATA

We process personal data to support the Trust's operation and in particular for:

- The promotion of the work of the Trust through the school website and other publications and communications (including through our social media channels); and
- Maintaining relationships with the alumni and the wider school community by communicating with the body of current and former pupils and/or their parents or guardians and organising events.

The processing set out above is carried out to fulfil our legal obligations. We also expect these purposes to form our legitimate interests.

### 5. FUND-RAISING AND KEEPING IN TOUCH

Fundraising is a key part of the work of the Development Trust. We fundraise from individuals and companies who want to support our purposes and by holding various fundraising events throughout the year. We do not use third-party profiling companies but we analyse publicly available data about potential donors (eg from LinkedIn, Companies House, Charity Commission, Who's Who, articles in publications) to create a profile of interests and preferences so that we can make appropriate requests.

We keep in touch with current and former students, parents or other members of the school community. We will use your contact details to keep you updated about our fundraising activities and invite you to events of interest by email and by post. We ask you to let us know your data preferences so that we can ensure our communications are relevant to you. You can update your data preferences at any time by contacting [dto@mggs.org](mailto:dto@mggs.org).

## 6. HOW LONG WE KEEP PERSONAL DATA

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. We have adopted Records Retention Guidelines which set out the time period for which different categories of data are kept.

## 7. YOUR RIGHTS

You have various rights under Data Protection Law to access and understand the personal data we hold about you, and in some cases to ask for it to be erased or amended or for us to stop processing it, but subject to certain exemptions and limitations.

You always have the right to withdraw consent, where given, or otherwise object to receiving generic or fundraising communications. Please be aware however that the school may have another lawful reason to process the personal data in question even without your consent. That reason will usually have been asserted under this Privacy Notice, or may exist under some form of contract or agreement with the individual (e.g. an employment or parent contract, or because a purchase of goods, services or membership of one of our societies).

If you would like to access or amend your personal data, or would like it to be transferred to another person or organisation, or have some other objection to how your personal data is used, please make your request in writing to the school.

We will respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. If the request is manifestly excessive or similar to previous requests, we may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege.

## 9. CHANGE OF DETAILS

We try to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Please notify [dto@mggs.org](mailto:dto@mggs.org) of any significant changes to important information, such as contact details, held about you.

## 10. THIS POLICY

We will update this Privacy Notice from time to time. Any substantial changes that affect how we process your personal data will be notified to you directly, as far as practicable.

If you believe that we have not complied with this policy or have acted otherwise than in accordance with Data Protection Law, you should notify [dto@mggs.org](mailto:dto@mggs.org). You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with us before involving them.

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