

## Farleigh School Development and The Farleigh Society Privacy Policy

### Who we are:

Farleigh School Development Office and Society (“we”) promise to respect any and all personal information shared with us and to keep it safe. Both are departments within Farleigh School (registered charity 1157842 as ‘Farleigh School Trust’); the Farleigh Society is not constituted as a separate legal entity. We aim to be clear about why we hold the data that we do, where we collect it and when we do so.

The Development Office and Farleigh Society hold data about past pupils, parents, guardians, former parents, and individual connections who are part of our community and network. This data is held securely and processed in accordance with the Data Protection Act 1998 and is used for the purposes of communicating pertinent information relating to Farleigh School and the Society’s activities, including reunions, events, Development and alumni activities. As members of the community, we hold information about you for as long as our relationship exists (e.g. with members of the Farleigh Society or with parent-clients of the school) to administer that relationship.

We care deeply for the community of friends and contacts who support Farleigh School and aim to use the data we hold on that community to engage and communicate effectively, to fundraise efficiently and to offer opportunities to them, all the while supporting the school in its mission to provide a nourishing and rounded education rooted in the Catholic faith.

Our marketing communications include school news, updates from groups and individuals in our community, as well as events, fundraising and alumni reunion information. This contact is in line with our legitimate business interests as it aims to be measured, interesting and in line with what members of our community tell us they would reasonably expect in their relationship with us.

We would like to continue to communicate with all our friends and contacts as we have done in the past. If at any time, you decide that you would prefer to change how you hear from us, or stop hearing from us altogether, please unsubscribe from our emails or contact [development@farleighschool.com](mailto:development@farleighschool.com) / 01264 712843.

### What data do we hold and where is it from?

We may collect data when you make an enquiry, make a donation or provide the school with your details in another form, such as when you join the school. Personal data which we may collect may include contact details, views on the school, your link to the school, correspondence, whether your giving should be recognised or anonymous, attendance at and interest in events, any donation details, Society Membership details, personal data including pupil/alumni interests and awards, social media information, donations, volunteering history, inferred interests either notified directly or via peer or researched referrals, fundraising statistics and career details.

In addition, we may obtain supplementary information from the public domain, e.g. Companies House or social media, or via third parties, where such information may be of benefit to the school’s relationship with you and to your relationship with the school – e.g. updating your address if we haven’t been able to get in touch with you.

Currently, consent for data to be processed in accordance with this statement (for administration of the school, provision of educational support and ancillary services) is implied if such details have been made available to the school. Contact may occur via email, post or SMS and phone.

Online submission of personal information at the alumni or parent portals offers opt-in expressions of explicit consent for that data to be stored and processed, and may be easily and

regularly refreshed. We are currently working to offer contact preference options for all purposes and methods of communication, across our community.

**How information about you will be used by Development & the Farleigh Society:**

We may use your information to supply services, merchandise requested, to fulfil our legal and financial obligations, to discover how you may wish to be contacted and to further our charitable mission. This includes information about our activities and philanthropic ambitions, such as the St Theresa Fund for transformational bursaries, and occasionally asking you to support us through donating or volunteering your time. We may also contact you to enquire about whether you would like to support current and past pupils by volunteering your professional or amateur expertise. We also maintain an historic archive in text and picture format and may record information in support of the school's future activities, e.g. keeping a record of employees in a certain industry or sector to better tailor our events and projects to pertinent groups and interests.

We will never sell your information to other parties and never have or would engage in swapping 'lists' of our community with other charities. We may on occasion, temporarily share your information with third party organisations which offer professional services that allow us to use our resources more effectively, such as a mailing house for large postal communications or in activities to update your address if we have not heard from you, or to help us to understand more about whether you might be interested in supporting disadvantaged children through bursaries, for instance, so that we can tailor our communications accordingly. These third parties destroy your data after use and never share or sell it.

We will be especially sensitive when engaging with any vulnerable persons or those who we believe might have reason to be vulnerable.

*We never sell or swap data with third-parties for marketing purposes. We also do not buy in telematching services to find out your phone number if you haven't already consented to us calling you.*

**Further information about how we may temporarily share some of your personal information with third party suppliers:**

We know from returned mail we receive that sometimes people move and forget to tell us. We may therefore periodically send names and addresses of those with whom we have had no contact in recent years, to a screening company, to cross-reference our data with public sources in order to check addresses. If there is a change, we will contact you to ask you to verify the address and your preferences; we will never change your address without asking you.

We also run a software database for the protection and best use of the data we hold. The database is held securely on servers but we may occasionally and temporarily share aspects of your details with the managing company in order to query any problems with records and to ensure that your data is accurate and useable.

We are keen to be professional in our approach to fundraising, and to adhere to the Fundraising Regulator's Code of Conduct. Periodically, we may send names, addresses and limited information about your relationship with us to a professional company or researcher. Their services analyse publically available information such as the areas in which you live, or people like you, to help us better understand our community, to send the right messages to the right people at the right time, and to tailor any fundraising asks appropriately, allowing us to focus fundraising asks where they are most likely to be welcome and successful. These organisations do not keep your information after it has been returned to us and do not share it with any other charity or company. We only work with the most established and reputable firms to ensure the privacy and safety of your information.

**Protecting your personal information:**

We take appropriate measures to ensure that the information disclosed to us is accurate, up-to-date and secure as possible. For example, if a peer from your school year requests your contact details in order to get back in touch, we would always ask you if you were happy for us to disclose it before we did so.

**Your consent:**

By providing us with your personal information, you consent to the collection of and use of the information you provide or we collect in accordance with the above purposes in this statement. You have the right to withdraw your consent at any time and for any of these purposes at your discretion.

**What happens if you choose to opt out?:**

It is hoped that all members of the Farleigh community will wish to continue to hear from the school about ways to remain involved, support, attend events and receive benefits and updates. Members of the Farleigh Society opting out of all contact should be aware that they will therefore no longer receive the Farleigh Review or the emailed Farleigh Tree Newsletter. Parents opting out of communications will miss out on event and project information and this is strongly advised against during the duration of their child's time at the school when they are particularly active members of the school community. (Minimal information will be retained by us after any opt-out so that we can exclude your record from future communications.)

**Access to your information and correction:**

You have the right to request a copy of some or all of the personal information Farleigh School holds about you and to have any inaccuracies corrected or to withdraw your consent to Farleigh processing data captured about you through any or all mediums, at any time. (We may make a small charge to cover the administration of information requests.) Respect lies at the heart of everything we do and you can change your mind and remove or add your consent at any time.

Alumni, parents, grandparents and past parents are encouraged to update and opt in to their preferred communications on our website 'Farleigh Tree' (community) login area: <http://www.farleighschool.com/farleigh-school-societyDetail.php?About-1>

**Changes:**

Please help us to keep your contact preferences up to date by contacting us at [development@farleighschool.com](mailto:development@farleighschool.com), 01264 712843 or in writing at Farleigh School, Red Rice, Andover, Hampshire, SP11 7PW, UK.

**Last update:**

This policy was last updated 16/11/2017 by the Development Director and will be reviewed regularly.