



Chigwell School

Chigwell School's ongoing relationship with its alumni, friends and supporters is of great importance to the School, as is its regard for their right to privacy and the security of their personal data. The School also acknowledges the philanthropy and the generous support of those people who are committed to supporting its academic mission and building its reputation.

This information specifically relates to personal data processed by the Development Office in its work to build a more vibrant, engaged community. The Development Office is the department of Chigwell School that has responsibility for alumni relations, events, and fundraising and charitable giving to the School. The School believes that it is important to communicate this positive message to those with whom it engages, while respecting personal privacy choices and considering the School's interests together with your own reasonable expectations.

To this end, the Development Office works in accordance with the School's Privacy Notice, which is available here. In addition, the following statement sets out how the Development Office specifically may use your data.

To give Chigwell School your data protection permissions please complete the [Data Protection Form](#).

Introduction

This Development Office privacy notice explains how we use your data, how you can control the way in which we use that data and what actions you can take if you would like to change the way in which your data is being used.

Who we are

Chigwell School Development Office aims to build and maintain good relations between the School and all interested parties; fostering support for, and pride in, all that the school seeks to achieve; and encouraging a culture of giving. In order to do this it maintains a constituent relationship management database called Raiser's Edge.

How we gather information

Should you give consent, data is transferred from the school database, specifically relating to the contact details of new parents. Any updated contact details for parents are also forwarded onto the Development Office. In addition, data is collected and updated from information provided by stakeholders when making donations, filling in forms, booking events, joining Old Chigwellian Clubs, or taking part in fundraising campaigns. A record is kept of correspondence between the Development Office and stakeholders.

In some cases, by using a researcher, we may supplement the information you have given us with publically available data. Examples include adding social, economic, financial and demographic data to our fundraising information, improving or correcting contact details or conducting appropriate due diligence to safeguard the

reputation of the school in the case of significant financial transactions. Sources of data could include information gathered from a news article, or online media, publically available directories or Companies House.

We do this so that our fundraising approaches are informed by research carried out using this publically available data. We tailor our approaches to ensure that the fundraising strategy is appropriate and tailored to individual interests and will not cause offence.

What we do with your data

With your consent, the personal details held about you will be used only by Chigwell School to maintain an accurate record of those educated at the School and to send you information by email or paper on activities, events and fundraising appeals, which we think will be of interest to you. The School will process the minimum personal information to achieve this purpose.

Protecting your data

Data is kept secure on our database with appropriate security measures in place. We may pass data to other organisations, known as Data Processors, to provide specific services to us. An example would be providing data to a mail house to send out the OC Mitre. A contract is in place with each Data Processor, which codifies their responsibilities and that they may only process your data in such ways as you have previously consented. It is not necessary for data to be shared with other countries.

How long do we keep your data

We will keep your data for as long as is needed to complete the task for which it was collected. Relationships between constituents and a school are often long-term ones, and so we expect to keep your data for as long as that relationship exists.

Our Responsibilities

The law requires us to tell you the legal basis upon which we process your data. Many activities are carried out to fulfil an agreement, e.g. the processing of a donation. Chigwell School will not share your data with third parties except where set out above or if required to do so by law. For example, if you elect to Gift Aid a donation, then we are required to tell HMRC the name and postcode of the donor and the date and amount of the donation.

In cases where the law allows us to process your data if it is in our legitimate interest to do so, we may only do so if we can demonstrate a business need, and so long as your 'interests or your fundamental rights and freedoms are not over ridden'. Practically speaking this means that we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in the Privacy Notice.

Your Rights

You have a variety of rights about the way we process your data. These are as follows:

Where we rely on our legitimate interest to process data, you may ask us to stop doing so.

You may request a copy of the data we hold about you.

If we are carrying out research, you can ask us not to do so.