

# Bedford School Association

## Privacy Statement

### Introduction

This privacy statement is intended to cover the activities of Bedford School Association (BSA).

The BSA operates as a department within Bedford School ("School") with all BSA staff being permanent employees of the School. The BSA works with several different organisations within the School community including the Old Bedfordians Club, the Past Parents Association, Bedford School Foundation and Parents Guilds. Keeping in touch with the School Community is a key strategy of the School and at its very heart this is what the BSA is all about and helps to facilitate daily.

Although the School and the BSA work closely together, each are a separate "controller" of the personal data. This means that each is responsible for its own compliance with data protection law.

This statement is intended to provide information about how the BSA will use personal data about individuals and should be read in conjunction with our '*Fund raising privacy notice*'. This information is provided because Data Protection Law gives individuals rights to understand how their data is used.

### Whose Data does the BSA hold?

The BSA holds personal data from a broad range of individuals from across the wider School community. They consist of;

- Alumni who belong to the Old Bedfordians Club (including smaller organisations such as the Old Bedfordians Cricket Club and Golf Society) and family members;
- Former staff and family members;
- Parents and family members of past pupils;
- Governors and Associate Governors;
- School Committee Members;
- Bedford School Foundation Members;
- Donors to the School; and
- Other interested parties.

It should be noted that the Bedford School Foundation, is a registered company and charity in its own right.

### Why does the BSA hold data?

The BSA holds data in order to build a vibrant community, which people enjoy being part of, with a strong sense of engagement and a variety of opportunities for all to get involved. All parties have a legitimate interest in the BSA, having been a pupil or member of staff, or through their current or recent involvement with Bedford School. All data held relates to individuals who have a pre-existing relationship with Bedford School and/or an interest in its future development.

Your pre-existing relationship with the BSA establishes a legitimate interest in our sharing with you, news of developments at Bedford, our fundraising programme generally, and in the social and networking opportunities that we offer to our community.

We process personal data to support the School's operations, objectives and interests. This broad purpose encompasses the following:

- alumni activities and events;
- fundraising, including mail and email appeals, wealth screening, appeal segmentation and volunteering assignments;
- School communications, including the Ousel, invitations to events plus BSA communications including the termly "What's On guide", monthly updates, project updates, annual reports and OB newsletters;
- updates on School activities and correspondence promoting the aims of the School; and
- career development events and mentoring.

BSA also uses data for the purposes of:

- School productions;
- Sporting fixtures;
- Events;
- Reunions;
- Committee Meetings;
- Annual General Meetings;
- Careers support; and
- Volunteering opportunities.

### **What Data does the BSA hold?**

This may vary from individual to individual according to personal links with the School and their level of engagement in recent years. The data held may include;

- Full name;
- Date of birth;
- Partner's name;
- Home and work contact details (addresses, telephone numbers, email addresses);
- Employment sector, positions held/appointments;
- Years/House/Clubs and achievements at School;
- Studies and travels since School;
- Further qualifications and honours;
- Achievements and major events since School;
- Interests and involvement within the BSA;
- Links to other family members whose data is held;
- Access/dietary requirements;
- Donating history;
- Legacy pledges;
- Bank details (only for Subscribing Members of the Old Bedfordians Club and donors to the Bedford School Foundation); and
- Passport information (only for those that travel on organised overseas trips).

### **How is the Data collected?**

Generally, the BSA receives personal data from the individual directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or phone calls).

However, in some cases personal data will be supplied by third parties (for example Bedford School Foundation); or collected from publicly available resources.

### **How is the Data stored and used?**

The Data is stored and transmitted securely, access is controlled, and the data is used on a daily basis in a considered manner, in many different ways such as;

- Planning events and reunions;
- Producing guest lists and invitations (e.g. to school productions or sporting fixtures);
- Identifying and contacting guest speakers;
- Sharing School and BSA news;
- Circulating meeting papers for Committee Meetings and AGMs;
- Recording details on an on-line directory which is available to all Old Bedfordians via a password protected website (replacing the printed version);
- Passing on condolences;
- Checking family connections;
- Overseeing registration and payment for events;
- Identifying individuals who may want to support a specific project or fundraising campaign;
- Providing information for obituaries;
- Historical research of individuals or families;
- Providing careers support; and
- Arranging volunteering opportunities.

The BSA will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals should notify the Director of BSA of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the BSA may need to process your data and of who you may contact if you disagree.

The BSA will 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 systems. All staff are made aware of this statement and their duties under Data Protection Law and receives relevant training.

### **What communications are sent out?**

Individuals will receive regular information relating to their areas of interest and involvement and can easily stop receiving information which is no longer relevant. Communication may take the form of an email, a letter or publication. Normal communication may include;

- Individual invitations to events and reunions;
- Newsletters and e-bulletins from the BSA and School;
- Information relating to forthcoming activities;
- Agendas, minutes and reports relating to specific meetings;
- Publications capturing School and BSA news;
- Articles relating to historical events/figures or topical issues; and
- Fundraising information and development updates.

### **Is Data shared?**

Data is not normally shared with external third parties, however on some occasions it may be shared for a legitimate reason. Some examples of these are:

- Pass on their thanks or condolences;
- Contact an old classmate;
- Encourage individuals to volunteer for a team or activity;
- Seek career advice; and
- To assist with a fund-raising campaign.

### **How long does the BSA keep personal data?**

The BSA will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. If you have any specific queries about how our retention policy is applied or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Director of BSA (contact details are below).

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

### **What to do if you would want to find out more or make a complaint relating to data control?**

Whatever an individual's link with the BSA it is vital that they feel informed about how the BSA use and control their personal data. The staff at the BSA are always happy to answer questions relating to the use of data, and individuals can always request a change to the way that their data is managed or make a complaint by contacting the Director of Bedford School Association at:

Bedford School  
De Parys Avenue  
Bedford  
Bedfordshire  
MK40 2TU

Or

[bsa@bedfordschool.org.uk](mailto:bsa@bedfordschool.org.uk)

If we decide to change our privacy policy, all changes will be immediately posted to the School website.