



**SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL**

Development Privacy Statements

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*Inspire
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Privacy

1. Alumni

Summary

Sir William Borlase's Grammar School was founded in 1624 and is proud of its long history of educating young people and building communities of lifelong friendships. One of the strengths of the school is its connections with many generations of Borlasians who continue to support the school's activities and on occasions, reunite with one another. The school sustains its relationships with alumni through communication - the website, newsletters, email, social media - Sports, Performing Arts links etc and of course face to face; many Old Borlasians (Alumna/ alumnus) come and speak at school, attend sports/ arts events and will attend reunions. Our mantra as students leave the school is Once a Borlasian, Always a Borlasian.

Borlase therefore supports a global community of alumni. In order to inform and engage alumni in a bespoke manner, the school processes personal data. This helps to ensure alumni get the best information and contact available and also helps us, where appropriate, to ask for your support with the things we believe you care about.

Prior to you leaving the school as a pupil we will write to you to ask whether you wish to be contacted by the school in the future as an alumnus/alumna. Data regarding alumni (including whether they wish to be contacted by the school in the future) is held on specific alumni databases.

This privacy notice relates to these records. It does not apply to records created whilst a student is on roll at Borlase.

As an alum, you may wish to make a donation to the school in the future. Where this is the case you will also be classified as a donor. There is a separate donor privacy notice (section 3) that provides information regarding how this specific data is held.

The personal data we hold

As a former student of Borlase, some of the personal data that we hold about you is transferred from your paper or electronic student record to the school's alumni database. This personal data will have been collected from your initial registration and time at school or when we invite you to opt in to be contacted after you leave school. Data may include:

- Your name, title, gender, and date of birth
- Your home or parental address, email address and telephone numbers



- Your familial relationships (parents, grandparents and siblings) where they also have a relationship with the school e.g. they are Old Borlasians or have made gifts to the school or supported the school speaking at careers events, mock university interviews or similar.
- Subjects studied, school House and achievements (sports, music, etc.), aspects of school you might be interested in hearing about.
- Higher Education details and occupation details
- Start and end dates and destination upon leaving
- Contact details updates, participation in our events, competitions, surveys and other activities and careers volunteer activity
- Donations made to Borlase
- Whether you have consented to be contacted as an alum by telephone, email or post to enable us to comply with The Privacy and Electronic Communications (EC Directive) Regulations 2003.

Our legal basis to process your data and to contact you is legitimate interest

We may hold personal data relating to your professional history. This data may have been provided by you, or it may be public data obtained from social media (e.g. LinkedIn, Facebook) or publicly available sources. It may include:

- Your current job title and work email address
- Your current and past employers, name, address and telephone number
- The dates that you have been employed in any particular role
- Your employment status (e.g. part-time, full-time, retired)
- Your previous role(s) and job title
- Your photograph

Why we use this data

We use this information to:

- Send school and alumni news, including the Old Borlasian's newsletter
- Publicise events
- Seek your support for career information/guidance for current students, such as Master Class
- Recruit alumni volunteers and mentors



- Highlight vacancies and opportunities at the school which may be of interest to alumni.
- Make fundraising appeals by email, direct mail, telephone and face-to-face meetings and ensure that we only send you communications about events or fundraising appeals that would be of interest to you.
- enable you to access Higher Education and training, both inside and outside of the UK when you ask us to do so.
- provide references to prospective employers, both inside and outside of the UK when you ask us to do so.

Our lawful basis for using this data

We will process the personal information you provide for our legitimate interests and to enhance the experience of both our alumni and potentially our current students. This includes contacting you about relevant news and events.

How we store, access and protect your data

Personal data of alumni is stored in one of the school's third-party databases. Access to personal data is restricted to those members of staff who have a requirement to maintain a relationship with you, and is controlled through password protection and user security profiles.

All school employees, contractors and volunteers who are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality.

If you have opted to receive communication via email, a record of your email address is held by our bulk mail provider.

Borlase considers its relationship with alumni to be life-long. This means that we will maintain a record for you until such time as you tell us that you no longer wish us to keep in touch. In this instance we will delete the majority of your personal data, but will maintain basic personal data to ensure that we do not inadvertently create a new record in the future.



Privacy

2. Parents / Carers

Summary

In order to carry out ordinary duties to staff, pupils and parents, the school needs to process a wide range of personal data about individuals (including current, past and prospective staff, pupils or parents) as part of its daily operation. Some of this activity the school will need to carry out in order to fulfil its legal rights, duties and obligations, including those under contract with its staff, or parents of its pupils. This activity is covered here in the [parents privacy policy](#)

Other uses of personal data will be made in accordance with the school's legitimate interests. The school expects that the following uses will fall into the category of its (of its community's) 'legitimate interests':

In order to provide many of the extra activities that we provide for the benefit of all our pupils, the school needs to raise funds in addition to the funding provided by the government. Therefore Borlase seeks financial support from everyone in the school community.

We also organise events for parents to get together or to get to know other parents.

In order to communicate effectively with parents and carers about any activities and events at the school every parent is asked to 'opt in' to communications from Borlase in the schools new joiner welcome pack when their child enrolls at the school.

We also seek support from parents and carers to further the activities of the school. Such support may be in-kind (e.g. help with Career's Education, help with school sports, school shows and other School Events).

The personal data we hold

As a parent of a student at Borlase we hold items of personal data about you. This personal data will have been collected from you when you enrolled your child at Borlase. It will include:

- Your name and title - (PI)
- Your home address, email address and telephone numbers PI
- Information about your current employment if you have chosen to tell us
- Information about your child/children (please see student and alumni privacy policies)PI

We also record information on payments made for services provided to benefit students at Borlase. This may include payment for events attended such as concert or play tickets or for non-curricular school trips. (LO)(LI)



We will also hold information on voluntary contributions made for school trips, visits and extra-curricular activities. (LI)

Where you make a donation to the Sir William Borlase's Grammar School Fund (Charity number: 1096750) data you provide to enable us to collect this donation will be subject to our donor privacy policy (Section 3).

Why we use this data

Personal data is used to:

- Update parents on school news and events which may be of interest to them or their child
- Send progress reports of achievement regarding your child
- Recruit parent volunteers
- Make fundraising appeals by email, direct mail, telephone and face-to-face meetings and ensure that we only send you communications about events or fundraising appeals that would be of interest to you.

Our lawful basis for using this data

There are a range of lawful reasons for holding your personal data, which include: legal obligation (LO); public interest (PI); and contractual basis (CT). Where we seek support of any kind from parents, we use legitimate interest (LI) as the legal basis for these communications.

We may hold personal data relating to your professional history. This data may have been provided by you, or it may be public data obtained from social media (e.g. LinkedIn, Facebook) or publicly available sources. It may include:

- Your employment status (e.g. part-time, full-time, retired)
- Your current job title and work email address
- Your photograph.

How we store, access and protect your data

Personal data of parents is stored on school databases. Access to personal data is restricted to those members of staff who have a requirement to maintain a relationship with you, and is controlled through password protection and user security profiles.

All school employees, contractors and volunteers who are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality.



Borlase considers its relationship with parents to last for at least as long as they have a child attending Borlase.

This means that we will maintain a record for you until such time as your child leaves the school. Please note that we are required to keep some financial data for legal reasons for longer periods than this.

Students and parents, on leaving the school, are invited to permit the school to retain contact details if they wish to continue receiving communications from the school.

Who we share personal data with

We do not disclose personal data to third parties or Government agencies unless the law requires us to do so or exigent circumstances require us to protect the safety of our users or the public.

Privacy

3. Donors

Summary

This 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.

Donations to Borlase are received to benefit students at Sir William Borlase's Grammar School. These donations are processed by Sir William Borlase's Grammar School, a registered charity (1096750). To manage its records, a database is utilised.

How we gather information

Data is collected and updated from information provided by donors when making a donation. In some cases, we may supplement the information you have given us with data from elsewhere. Examples could include conducting appropriate due diligence to safeguard the reputation of Sir William Borlase's Grammar School in the case of significant financial transactions. Sources of data could include information gathered from a news article, online media, or publically available directories or Companies House. The data we collect in relation to donors may include:

- Your bank account number/card number, name and sort code (used for processing Direct Debits)
- Standing Order Mandates and credit/debit cards
- Gift amount, purpose, date and method of payment including cheque numbers or payment references
- Tax status and Gift Aid Declaration information.



- Your spouse/partner's name (if the gift is given as a couple)
- Your contact details
- Record of verbal or email conversations, events and/or meetings you have attended including any personal interests which relate to financial gifts made to the school. For example, if you have expressed a particular interest in giving to a sport/ music.

What we do with your data and our responsibilities

The law requires us to tell you the lawful basis upon which we process your data. The personal details held about you will only be used to process your donation and update you on projects you have donated to or expressed an interest in. Your data will be shared with Sir William Borlase's Grammar School (Charity number 1096750) to enable us to process donations in line with our financial regulations.

Many activities are carried out to fulfil an agreement, e.g. the processing of a donation. Sir William Borlase's Grammar School will not share your data with third parties except where there is a legal obligation to do so, e.g. if you Gift Aid a donation, then we are required to tell HMRC the name and address of the donor and the date and amount of the donation. Our auditors will also inspect our records to ensure that donations are processed in line with the wishes of a donor.

In all other cases, the law allows us to process your data if it is in our legitimate interests to do so, provided such processing is not overridden by your interests or your fundamental rights and freedoms. 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.

Protecting your data

Your data is kept securely with appropriate security measures in place.

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 donors and a school are often long-term ones, and so we expect to keep your data for as long as that relationship exists. Please note that we are legally obliged to keep certain types of data (e.g. finance and gift aid) for specified periods of time.

Data Sharing

Your data will not be shared with any other third party unless there is a statutory reason for us to do so.





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