



**BOOTHAM**  
**SCHOOL**  
AGES 3-18

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## **Old Scholars and Fellows Privacy Notice**

Bootham School (“the school”) is a data controller with registered address at 51 Bootham, York, YO30 7BU and is committed to ensuring that the personal data of its staff is handled in accordance with the principles set out in the General Data Protection Regulation (Regulation 2016/679 EU) (GDPR).

In the course of your engagement with the school, we will collect, use and hold (“process”) personal data relating to you as a member of our alumni. This makes the school a data controller of your personal information, and this Privacy Notice explains how the school collects, uses and shares (or “processes”) personal data of alumni, and your rights in relation to the personal data we hold.

### **General principles**

The school will process your information in accordance with the Data Protection Act and its own Data Protection Policy and Data Retention Policy. To comply with the law, data must be collected and used fairly, stored safely and securely, be adequate, relevant and not excessive, be kept accurate and up to date, held only as long as necessary and not disclosed to any third party unlawfully.

This policy describes the categories of personal data that we collect, how we use your personal data, how we secure your personal data and when we may disclose your personal data to third parties. It also describes your rights regarding your personal data and how you can access, correct, and request erasure of your personal data.

### **Information we hold**

We maintain a record of all former students of Bootham School and the data we store and process may include:

- name, title, gender and date of birth;
- contact details - postal address, e-mail address and phone number;
- information about your time at the school;
- your occupation and professional activities;
- records of donations and Gift Aid status, where applicable (as required by HMRC);
- records of communications sent to you by us or received from you;
- information on your engagement in school meetings, events, groups or networks.

We do not store any debit/credit card details.

Your personal data is processed based on legal obligations and the legitimate interest of both parties.

### **Why do we process personal data?**

Unless you have requested otherwise, we will use your data to support relevant and appropriate alumni engagement and fundraising activities. These include the following communications and marketing activities, which may be sent by mail, email, telephone and social media:

- Sending school publications;
- Notification of alumni events;
- Fundraising programmes.

### **How do we use your information within the school?**

Within the school, personal data may be shared between colleagues who legitimately need the information to carry out their duties.

The amount of personal information shared within the school will be no more than is reasonably necessary.

### **Sharing your information with others**

The school will not share your data with any companies associated with the school.

### **Do we transfer your personal data to other countries?**

It is not necessary for data to be shared with other countries.

### **How does the school protect your personal data?**

The school takes the security of your data seriously. Internal policies and controls have been put in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does the organisation keep data?**

The school will hold your personal data for as long as it believes you have a relationship with the school.

### **Your rights**

The GDPR has provided for data subject rights which include:

- **Right of Access** - You have the right of access to information we hold about you. We have up to one month to provide you with the information and at no cost to you. We will provide you with a copy of the information we hold that relates to you. For more information, please see our Data Protection Policy.

- **Right to rectification or erasure** - If you feel that any data we hold about you is inaccurate, you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data we hold is no longer needed by us, or if you feel that we are unlawfully processing your data. Your right of rectification and erasure extends to anyone we have disclosed your personal information to and we will shall take all reasonable steps to inform them about your request.
- **Right to Restriction of processing** - you have a right to request that we refrain from processing your data where you contest its accuracy, or the processing is unlawful and you have requested its erasure, or where we don't need to hold your data anymore but you need us to in order to establish, exercise or defend any legal claims, or we are in dispute about the legality of our processing your personal data.
- **Right to object** - you have a right to object to our processing of your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you should contact the school Bursar in the first instance.

More information about your data protection rights can be found on the Information Commissioner's Office (ICO). You also have a right to lodge a complaint about any aspect of how we are handling your data with the ICO and can do so at the following address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113 | [www.ico.org.uk](http://www.ico.org.uk)

### **Withdrawing consent**

Where you have provided your consent to the collection, processing and transfer of your personal data, you may withdraw that consent at any time. This will not affect the lawfulness of data processing based on consent before it is withdrawn. To withdraw your consent please contact the school's Development and Fundraising Manager.