

PRIVACY NOTICE
ROSSALL SCHOOL DEVELOPMENT OFFICE
INCORPORATING THE ROSSALLIAN CLUB & ROSSALL FOUNDATION

Who are we?

The Development Office team exists to support Rossall School by maintaining contact and providing services to students, alumni and supporters of the School and the School acts as the Data Controller for the purposes of the data protection laws. (See Rossall School Data Protection Policy)

What is this policy for?

It sets out what information we collect and how we collect it. It also states how we will use / process the Personal Data and store it.

What information do we collect?

Data held includes: name, date of birth, contact details, employment and education history, areas of interest, event attendance history, a record of donations, family details, media articles about you, relationships to the School and other constituents and a record of communications with you. We do not store any bank or credit card details.

How do we collect data?

Data is obtained from you directly or through the School's relationship with all alumni, including School records, archives and other alumni. Data is collected through all communication channels such as emails, letters, social media and telephone calls.

We use tools to help us understand members of the Rossall Community, gathering information from publicly available resources (eg the electoral register, press) including carrying out Wealth & Prospect Research.

We also seek new contact details for Old Rossallians with whom we are not in contact with, to ensure the School can remain in touch with as many of its alumni as possible.

How will we use your data?

All data provided to the School will be used for purposes directly related to the interests of the School and the Rossall Community. Any data held will not be disclosed to external organisations other than those acting as agents for the School e.g. mailing houses. We do not sell or share any data with third party organisations.

From time to time we may request prior permission of an individual alumnus to share data with another individual alumnus to facilitate the establishment of networking. We will always seek permission to do this on a person by person basis. We may communicate with

you in person, by phone, email, and postal mail, except where you have expressed a preference not to be contacted in a specific way.

Personal data will be processed for certain legitimate interests which include:

- The distribution of publications from the School including the alumni magazine
- The sending of emails, which will be tracked, stored and analysed to ensure that we are better able to tailor our communications
- Notification of both School and alumni events
- To further the School's charitable aims (the Foundation is a separate charity to the School), including fundraising by phone, email or postal mail (except where the individual has expressed a preference not to be included)
- Research and administration purposes
- The promotion of careers information for current students and alumni
- Requests to complete relevant surveys or questionnaires
- And for any other use deemed to sit within our Privacy Notice

You can change your communication preferences or request access to any personal data held about you at any time by contacting the School Development Office. (Telephone 01253 774288 or development@rossall.org.uk)

All data is securely held by Rossall School under the terms of the Data Protection Act 1988 (as updated and superseded from time to time) and will be treated confidentially and with the utmost respect.

This Notice for the Rossall School Development Office sits alongside and within the Rossall School Data Protection Policy.