



## PRIVACY NOTICE FOR DONORS

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St Mary's School Ascot is a data controller. This means that we are responsible for deciding how we hold and use personal information about you.

Your privacy is important to us and we want to keep your personal information safe. This Privacy Notice tells you how we do that and sets out your rights when it comes to the personal information that we hold about you.

The school only holds the personal information it is permitted to hold about you, and only uses it for limited purposes related to your donation, as set out below.

### **CONFIDENTIALITY**

We understand that the details of your donation to the school are a matter of confidence between you and us, and we will always preserve and respect that confidence, to the extent that we are permitted to do so by law.

### **WHAT KIND OF INFORMATION DO WE COLLECT ABOUT YOU, HOW DO WE COLLECT IT, AND WHY?**

As a necessary part of the process of handling your donation, we need to collect from you your contact details, and information about your donation. We may also collect further information from you, such as your bank details, and the method of payment, in order to enable us to give effect to your donation.

We will also collect information from you such as the source of the funds donated in order to satisfy our legal responsibilities under the Proceeds of Crime Act and money laundering regulations. Similarly, we are legally obliged to conduct and record research from publicly available sources, including the internet.

### **WHO DO WE SHARE YOUR INFORMATION WITH?**

We do not share the fact of your donation or any details about it with anyone at the school other than those members of staff who need to be involved in the processing of it, unless you request or consent otherwise. We are obliged to share your information with the government agencies responsible for administering the laws and regulations stated above, and it is also processed, for example, by the software company which administers our database. We will not reveal the fact of your donation, or any details about it, to any other third party without your consent, unless we are required to do so by law. Your information will not be transferred outside the UK, unless this happens during our correspondence with you because you contact us from outside the UK, or because we make use of services, for example cloud storage, which are based outside the UK.

### **HOW SECURE IS YOUR INFORMATION?**

We understand how important it is for us to protect your information. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those individuals who have a need to know it. They will only use your personal information for the purposes we have stated, and they are required to treat it as confidential. All staff receive regular training in data protection and understand the importance of confidentiality.

All our service providers have to put in place appropriate security measures to protect your personal information in line with our policies. We do not allow our third party service providers to use your personal information for their own purposes. We only allow them to use your personal information for specified purposes and in accordance with our instructions.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

If you want to know more about how we keep your information secure, please contact the Data Protection Lead at [dpl@st-marys-ascot.co.uk](mailto:dpl@st-marys-ascot.co.uk).

### **HOW LONG WILL WE KEEP YOUR INFORMATION FOR?**

We retain information about your donation and your contact details because we want to stay in touch with you about the school and its development projects, to which you have donated. We would also like to retain this information permanently as a record of those who have donated to the school. However, you have the right to object to these uses (see below). All other information relating to your donation, such as your bank account details, will be deleted within six months of our receipt of your donation.

### **WHAT CAN YOU DO WITH THE PERSONAL INFORMATION THAT WE USE?**

You have the following rights in connection with your personal information. You can:

- ask to see the personal information we hold about you
- ask for your personal information to be corrected to ensure it is accurate
- ask for your personal information to be deleted
- object to the processing of your personal information
- ask us to limit the processing of your personal information
- request the transfer of your personal information to another party.

If you want to do any of the above, please contact the Data Protection Lead at the email address below.

### **RIGHT TO WITHDRAW CONSENT**

Where you have voluntarily supplied us with non-mandatory personal information, you can withdraw this consent at any time. If you do wish to withdraw your consent, please contact the Data Protection Lead at the email address below.

### **POINT OF CONTACT**

The school's Data Protection Lead is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact him at [dpl@st-marys-ascot.co.uk](mailto:dpl@st-marys-ascot.co.uk).

If you are unhappy with how we are processing your personal information, you can make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, although the ICO recommends that you take steps to resolve the matter with the school before involving them.

### **CHANGES TO THIS PRIVACY NOTICE**

We may update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact the school's Data Protection Lead at [dpl@st-marys-ascot.co.uk](mailto:dpl@st-marys-ascot.co.uk).**