



## The Repton Foundation and The Old Reptonian Society Privacy and Data Protection Statement April 2018

Repton School, Foremarke Hall and The OR Society have a shared interest in, and co-ordinated approach to, their former pupils, wider family, friends and supporters. The Foundation office acts as a shared administrative service provider. This statement provides a summary of how The Foundation Office handles and uses the data it owns and collects to support the work of The Old Reptonian Society, The Repton School Trust, The Repton Foundation and the wider school community.

We are a registered charity with charity number 1067418. We respect your privacy and we are committed to protecting your personal information as that term is defined in the Data Protection Act 1998. We comply with the principles of the Act and aim to maintain consistently high levels of best practice in our processing of your Information. This Privacy Statement is intended to inform you how we collect, use and disclose your personal data.

Our shared partners, Repton School, Foremarke Hall, The OR Society, The Repton School Trust, may also use your Information under our instructions as a data processor and will do so in compliance with this Policy.

### **Transparency**

The records we hold electronically and / or on paper are used by The Foundation Office to help organise events, offer services, for fundraising purposes, and to promote Repton School and Foremarke Hall.

Activities include the production of publications, surveys, campaigns, careers and the marketing of events and dinners. Communications may be sent by post, telephone or electronically. Records we hold commonly contain basic details of year and house, contact details, career and achievements and any engagement with activities, donations and events organised by or on behalf of Repton Schools. In some cases other data is added which may include, but is not limited to, information about spouses and children, hobbies and interests, financial, and/or other data you have shared with us or that we have gained from public record or publicly available sources that pertain to your potential support of Repton Schools.

### **Security and Controlled Data Sharing**

All information we hold is on a secure and encrypted UK based server. It may be disclosed on a confidential and considered basis to Trustees, Governors, staff, The OR Society and to selected third parties who may provide services to The Foundation Office, for example mailing houses. A data contract will be entered into with any third party. We will not sell or share your information for any third party for their own use. The Foundation Office also facilitates relationships between former pupils however no information or personal contact details will be shared without the permission of both parties to do so. Online networks have individual levels of security settings so you are able to manage your own preferences on each of these platforms.

## Processing

Your pre-existing relationship with Repton Schools establishes a legitimate interest in our sharing with you news of developments at Repton, our fundraising programme generally, and in the social and networking opportunities that we offer to our community. It is on this basis that we hold the information that you or others have supplied to us, and use it in the manner set out in this document. You will receive our general news, and information about our events and our development programme, unless you have asked us not to contact you about certain subjects, or using certain methods (see below). There is a balanced and legitimate interest in our contacting members of our community to establish whether or not they would like to commence or to renew financial support for the Schools through The Repton Foundation. This serves to maximise our ability to carry out our objectives in this regard, but also to ensure that we respect community members' wishes in respect of fundraising approaches.

## Control

You are in control. If you have any concerns, queries or wish to restrict data processing in any way do let us know; If you do not want to be contacted by The Repton Foundation or The OR Society at all then please inform us, we will have to keep minimum data on record to ensure we do not inadvertently contact you again. If there are specific publication, communication or activities from which you wish to opt out then please tell us your wishes and we will record and respect them.

We keep our privacy and data protection policy under review and follow guidelines set out by the ICO (we are registered with them under Ref. Z6051437), any changes we make will be published on our website or as a hardcopy upon request.

The Repton Foundation and The Old Reptonian Society Data Protection Lead is The Foundation Director.

## Complaints

Repton supporters have the right to expect the very highest standards from us in all regards. If you ever wish to make a complaint about the actions of The Foundation Office, please contact the Chair of Trustees via the school. Under the guidance of the ICO our policy is to respond to all complaints within 4 week of receipt. We monitor and record any complaints and this data will be shared on request. The Repton Foundation and The Old Reptonian Society The Repton Foundation collect, gather and update details of all Old Reptonians, their families and friends of the school. Basic information is held including House, Year, Date of Birth and contact details. Contact, communication and engagement are recorded and career information where provided. Also, any donations, family links or information directly relating to the OR and the school may be stored.

The Repton Foundation, supported by The Repton School Trust, offer administration and executive support to The Old Reptonian Society in order to facilitate their networks and organise social events.

Records are kept confidential and in accordance with the ICO. The Repton Foundation is registered with and abides by the ICO code of conduct and any individual wishing to be removed from our records, or taken off circulation lists, will be done upon request. We will keep basic data in order to ensure this is tracked rather than inadvertently re-added.



# REPTON

FOUNDATION

## The Repton Foundation OR and Repton Family – Update

If your Information has changed or if you no longer wish to receive news, updates and communications from us then you can amend your Information or update your preferences by contacting us at [foundation@repton.org.uk](mailto:foundation@repton.org.uk) and by completing the form below.

Please update my record:

Title: ..... First Name: ..... Surname: .....

House: ..... Year: ..... Tel: .....

Email: .....

Occupation: .....

Address: .....

.....

..... Postcode: .....

We are committed to respecting your privacy and protecting your personal information. We will not sell or share your information with any third parties. Please tick here to confirm you are happy to receive occasional electronic communications from The Repton Foundation or The Old Reptonian Society.

Please note, if you decide to opt out of all communications we will retain the minimum details to allow for traceability and to ensure you do not get re-added to our records through archiving or through historical research.

Signed: ..... Date: .....