



Highfield Brookham

Privacy Notice for Donors

Introduction

The Highfield School Centenary Bursaries Fund is a registered charity that was set up by Highfield School in 2007. We understand the importance of protecting the privacy of personal information, and we respect and protect the privacy of our donors. This notice is to help you understand how and why we collect personal data about you. It also explains the decisions that you can make about your own information.

What is personal data?

Personal data is information that identifies you as an individual. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal data.

How and why do we collect personal data?

We obtain information about you from Highfield School, from donation forms and reply forms, and information is also received directly from you.

We collect this information to promote the objects and interests of the Highfield School Centenary Bursaries Fund, to facilitate the efficient operation of the Fund and to ensure that all relevant legal obligations of the Fund are complied with. We store the data on our school development database.

- Information about donors and donations is handled with respect and confidentiality.
- We do not exchange, lend, rent or sell our donor lists to third party organisations.
- The personal information you provide when making a donation or registering for an event will not be disclosed to any unauthorised third parties.
- If you provide us with your postal address or email address, you will receive periodic mailings of magazines or newsletters to let you know what we have been doing with your donation or to invite you to upcoming events we believe will be of interest. If you prefer to not receive this information, please email: alumni@highfieldschool.org.uk
- We may use photographs or videos of you in our magazine, newsletter, website and social media sites, or in other promotional literature. If you prefer us not to do this please let us know by email: alumni@highfieldschool.org.uk
- If you have supplied your telephone number, you may receive telephone contact from us regarding your donation or responding to requests you may have made.

Financial information

- We will process financial information about you and in some cases we get information about you from third parties.

Sharing personal data with third parties

In accordance with our legal obligations, we may share information with other organisations such as HMRC or CAF.

We will only share your information with other people and other organisations when we have good reason to do so.

What do we do with your personal data?

The Bursar is the person responsible at our school for managing how we look after personal data and deciding how it is shared. Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

We only retain your information for as long as we need to. The retention period depends on the type of information. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

- If information is incorrect, out of date, or incomplete you can ask us to correct it. You can also ask us to tell you what information we hold about you.
- You can ask us to stop communications to you at any time and we will do so.
- You may withdraw consent for specific processing of your data, such as photos for example, or ask for certain data to be erased.

Further information and guidance

The Highfield School Centenary Bursaries Fund pursues the highest ethical and professional standards in its fundraising endeavours. We believe we have a responsibility to our donors and understand that a long-term relationship with an individual leading to a gift is far more important than a short-term gift. As such:

- We disclose fully the intended uses of a gift and make every effort to keep the donor apprised of the status of his or her gift or pledge.
- We keep all promises to donors both in letter and in spirit.
- We regard all gifts as confidential transactions.
- We respect our donors' privacy and honour all requests for anonymity.
- We always seek a donor's permission prior to announcing or publicising a gift.
- We promptly and accurately record and acknowledge all gifts.

If you have any further questions please contact the Bursar on: bursar@highfieldschool.org.uk