



Privacy Policy

Alumni, donors and wider community

The Haileybury community is extremely important to us, and this Privacy Notice explains how the Development Department and Partnerships Office collects, stores, manages and protects alumni, parents, staff and other members of the School's wider community data. It outlines the types of data that we hold and how we use it to provide services to our alumni, parents, staff and other members of the School's wider community. We aim to be clear when we collect your personal information, and not do anything you wouldn't reasonably expect.

Should you wish to discuss data use, or would like further information, please contact the Director of Development via development@haileybury.com or on +44 (0)1992 706447. You have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising at any time. However, the School may need nonetheless to retain some of your details, not least to ensure that no more communications are sent to that particular address, email or telephone number.

Why we collect

In order to carry out its work for the benefit of current and former staff, current and former pupils and their parents, the Development Department and Partnerships Office may process a wide range of personal data about individuals as part of its daily operation.

Some of this activity the Development Department and Partnerships Office will need to carry out in order to fulfil its legal rights, duties or obligations.

Other uses of personal data will be made in accordance with the Development Department and Partnerships Office's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on the rights of individuals, and provided it does not involve special or sensitive types of data.

The Development Department and Partnerships Office expects that the following uses may fall within that category of its (or its community's) "legitimate interests":

- Promoting the objects and interests of the School;
- sending updates, newsletters and invitations to events;
- maintaining relationships with alumni, donors, parents and other members of the School's wider community;
- keeping users of the Haileybury Connect networking, engagement and mentoring platform updated about the activities of the School, or events of interest;

- for the purposes of donor due diligence, and to confirm the identity of prospective donors and their background;
- making use of photographic images of pupils in Development and/or Alumni publications, on the School website and (where appropriate) on the School's social media channels in accordance with the School's policy on taking, storing and using images of children.
In addition, the Development Department and Partnerships Office will process personal data by explicit consent where required. This will include:
- Sharing personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community, such as the Haileybury Parents Association;
- contacting staff, parents, alumni and/or supporters in order to promote and raise funds for the School, and where appropriate, other worthy causes;
- making use of photographs or videos for our website, local news and social media channels;
- making use of photographic images which clearly identify an individual;
- providing career networking and mentoring opportunities.

How the Development Department and Partnerships Office collects data

Generally, the Development Department and Partnerships Office receives personal data from the individual directly. This may be via a paper or online form, survey, during the sign-up process for Haileybury Connect, or simply in the ordinary course of interaction or communication (letter, email, telephone, business card).

However in some cases personal data may be supplied by third parties or collected from publicly available resources such as published material, websites, internet searches and social media.

Third parties include:

- Blackbaud data services for address validation, Telephone Preference Service (TPS) and Mail Preference Service (MPS) compliance;
- Everydayhero to collect gift and personal information relating to donations and fundraising pages created through the everydayhero crowdfunding website;
- Charities Aid Foundation (CAF) to collect gift and personal information relating to donations processed through CAF;
- Buffalo Fundraising Consultants Ltd to conduct a PIF (Personal Information Form) campaign to verify and capture personal, education, employment, relationship, contact and engagement information.
- Aluminati Network Group Ltd to provide the Haileybury Connect networking, engagement and mentoring platform. This service is operated under contract by Aluminati Network Group Ltd. (Aluminati) acting under instruction as our Data Processor under the Data Protection Acts 1998 and 2018. Aluminati will process personal data strictly for the purposes of operating this service. Aluminati is registered with the Information Commissioner under membership number Z8393842.

We do not use the School Management Information System (MIS), iSAMS, to collect data, however, we do utilise iSAMS to conduct research and assist in the compilation of briefing notes for staff attending Development and Alumni events.

We ask pupils leaving the School to join Haileybury Connect and as part of joining the platform to update their contact details and submit their consent and communication preferences.

We sometimes use third parties to handle personal information on our behalf. The following is an example:

- We use third party "cloud computing" services to store some information rather than the information being stored on the School's servers, such as the Raiser's Edge database and Haileybury Connect platform.

If you have any concerns about the above, please speak to the Director of Development.

What we collect

This will include but not limited to:

- Contact details, e.g. addresses, telephone numbers, e-mail addresses and other contact details;
- personal details, e.g. title, names, gender, date of birth, marital status;
- relationship details, e.g. other family/relationship links;
- employment details, e.g. employment status, organisation name, industry, position, committee positions, trusteeships, directorships, volunteer and charity positions;
- event information, e.g. attendance, willingness to host an event or provide a venue;
- bank details and other financial information, e.g. donations, gifts-in-kind, pledges, tributes, legacies, standing orders, direct debits;
- educational history, e.g. house, when attended, co-curricular activities and interests, positions of responsibility, university, degree, subject of study;
- notes, e.g. letter and email communications, biographical information;
- attributes, e.g. willingness to offer career advice, internships, placements;
- images of individuals engaging in Development Department activities (in accordance with the School's policy on taking, storing and using images of children).

Personal data of alumni, parents, staff and other stakeholders is stored by the Development Department and Partnerships Office in a propriety cloud-based database supplied by Blackbaud, Inc. called Raiser's Edge (RE) under a contract for service. RE is hosted by Blackbaud on their servers located in the EEA. This database is protected by multi-level authentication and access is restricted to individuals who need to see the data to carry out their duties at Haileybury. The rights of these individuals, is also restricted so that only the data that is necessary and required to complete their role is accessible. All access is reviewed on a regular basis. Blackbaud, Inc. do not permit their staff to have access to the personal data stored in RE.

Consent

Where the Development Department and Partnerships Office is relying on consent as a means to process personal data, any person may withdraw this consent at any time. Please be aware that the Development Department and Partnerships Office may have another lawful reason to process the personal data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice, or may otherwise exist under some form of contract or agreement with the individual, e.g. because a purchase of goods or services has been requested.

How long we keep personal data

The Development Department and Partnerships Office will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, we might contact you to request that you update your consent and communication preferences every two years.

You may change your marketing preferences or update the information we hold about you so that we keep this up to date at any time by informing the Development Department or Partnerships Office. You also have the right to have your data removed under the GDPR legislation, again please contact the Director of Development in the first instance otherwise you may also get in touch with the Privacy and Compliance Officer on +44 (0)1992 706200. The School has appointed the Bursar as the Privacy and Compliance Officer who will deal with all your requests and enquiries concerning the School's use of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

If you request to leave the Haileybury Connect platform, we will hold your data for three months in case you change your mind. If, after three months, you do not change your mind all data supplied via the platform will be deleted.

If you have any specific queries about how this policy is applied, please refer to our data retention policy which can be found at [here](#).