



## Privacy Notice for “The Ashford School Foundation”

### Charity Registration number: 1165474

The Ashford School Foundation is a registered charity (charity number 1165474), which seeks to raise funds to provide for bursaries and capital projects for Ashford School.

The fundraising activities for The Ashford School Foundation are managed by the Ashford School Alumni & Development Office.

This notice is intended to provide information about how The Ashford School Foundation will use or “process” personal data about individuals, including current and past pupils, and their parents, carers of guardians, and host families. It should be read alongside the Ashford School Privacy Policy.

### Summary

The Ashford School Foundation (“we”) promises to respect any personal information you share with us, or that we receive from other organisations (e.g. Ashford School) and keep it safe. We aim to be clear about what data we collect, where, when, and – most importantly – what we do with your data and why.

Developing a better understanding of members of the Ashford School community through their personal data allows us to make better decisions about events and communications we offer, to fundraise more effectively and, ultimately, to help us to further increase the opportunity for students through the Ashford School Bursary programme, as well as to improve our facilities through our Capital Projects.

### Responsibility for Data Protection

The data controller for personal information held by Ashford School is United Church Schools Trust (UCST). UCST is registered with the Information Commissioner’s Office (ICO). The registration number is Z533407X.

The Company Secretary, Steve Whiffen, is responsible for ensuring that UCST complies with the Data Protection Law. He can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

The Bursar, Sarah Greig, is responsible for ensuring that the School complies with UCST’s policies and procedures in relation to Data Protection. They can be contacted on 01233 625171.

### The Categories of Personal Data that we process

The types of data processed by the Foundation will include:

1. Names, addresses, telephone numbers, email addresses and other contact details
2. Where pupils go after they leave the School
3. Interests
4. Correspondence
5. Views of the School
6. Whether you are a parent or Alumni
7. Attendance at events
8. Successes and achievements as a pupil



9. Professional details about your career, how and with whom you are happy to share your expertise

## **The legal basis for the processing of data**

The Foundation considers that it has a legitimate interest to approach current parents, staff and alumni for support for fundraising initiatives.

Once a current parent no longer has a child attending the School, further communication from the Alumni & Development Office will be based on opt-in consent.

When a member of staff leaves the employment of the School they become a member of the Alumni Community and further communication from the Alumni & Development Office will be based on opt-in consent.

## **Where & How we collect information about you**

Ashford School shares information about pupils and their families when you join the School and, as appropriate, during your time as a pupil or parent. We may obtain personal information about you when you enquire about our activities, make a donation or otherwise provide us with personal information. Occasionally, we may obtain information from the public domain, for example via Companies House, in reputable newspapers or media outlets, on social media and networking platforms like LinkedIn, or through third parties.

## **What we do with your personal information**

Personal information provided to us will be used for the purposes outlined at the time of collection or registration in accordance with the preferences you express.

Personal data collected and processed by the Alumni & Development Office may be used for the following purposes:

- To provide you with information about Ashford School and The Ashford School Foundation
- Administration of donations and legacies
- Ensuring that we know how you wish to be contacted, and that the communications you receive from us are relevant
- To better understand our community, to make appropriate requests for support, to ensure our communications are relevant and timely and to target our resources effectively.
- For the purposes of donor due diligence, to confirm the identity of donors / prospective donors, their financial background and relevant interests.
- For the purpose of financial due diligence, to confirm the legitimacy of funds received within The School and to undertake financial review for bursary applications.
- For the purposes of management planning and forecasting.

## **Protecting your personal information**

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date. To understand how long we retain your data for, please see our Data Retention policy on the School website under 'Policies & Procedures'.



## **Our basis for processing, your consent and rights of access**

We collect and use your personal data based on the following lawful conditions for processing:

- You have given your consent for us to use your personal data; or
- The processing of your personal data is necessary in order for us to meet our legitimate interests of raising funds for the school

## **Asking for donations appropriately**

Occasionally, we may work with a professional screening company or a researcher. We only work with the most reputable and established firms to ensure the privacy and safety of your information. Using only information available in the public domain, these activities help us to manage our fundraising efficiently and effectively. They help us to effectively target and tailor our communications so that we can make appropriate requests to supporters who may be able to support us at a higher level.

External data sources include publicly available information such as Companies House, Charity Commission and other charity registers, Who's Who and Debrett's guides, Electoral Roll, reputable newspaper articles, publications, company websites and biographies on professional networking sites as well as geographic and demographic information based on your postcode.

Importantly, these activities enable us to raise more funds for bursaries & capital projects, sooner, and more cost-effectively, than we otherwise would.

## **Data Processors**

We use third party data processors to provide us with a management information system, accounts software, cloud storage services. This use of data processors will only take place if it is in compliance with the Data Protection Act 1998 and the General Data Protection Regulation. Decisions on whether we contract with these third-party processors are subject to a robust approval process and are based on a detailed assessment of the purpose for which the data processing is required, the level and sensitivity of data involved and the arrangements in place to store and handle the data.

We currently use the following data processors: ThankQ, Microsoft Office 365, Mail Chimp, Donor Debit, ShareFile

## **Updating and amending your personal information**

If at any time you wish to update or amend your personal data or preferences, please notify us at [development@ashfordschool.co.uk](mailto:development@ashfordschool.co.uk) / 01233 625171 or in writing to:

Ashford School Foundation  
Ashford School  
East Hill  
Ashford  
Kent  
TN24 8PB



## Rights of the Data Subject

Data protection legislation gives individuals certain rights which are detailed below. We aim to communicate with you in line with the preferences that you have selected. If, at any time, you would like to change the method by which we communicate with you, or to cease hearing from us altogether to be removed from our mailing list, or 'unsubscribe' from any of the emails sent to you. You can also choose not to have your personal information used in the way outlined in this privacy policy, simply by letting us know.

If you wish to exercise these rights, you can contact us at 01233 625171 / [development@ashfordschool.co.uk](mailto:development@ashfordschool.co.uk)

### Right of Access to personal data "subject access request"

You have the right to access the personal data that the Foundation holds about you. Requests need to be made in writing. If your child is over the age of 12 they will also need to sign the request. We take the security of personal data seriously so we may ask you for proof of identity to verify that you are entitled to the information requested.

### Right to withdraw consent

Where we have obtained your consent to specific processing activities you may withdraw this consent at any time.

### Right to rectification

You have the right to have the personal data that we hold about you rectified if it is inaccurate or incomplete. We will respond to such requests within one month.

### Right to erasure

You have the right to have personal data erased in certain specific circumstances. If you make such a request we will consider whether the right to erasure applies and give you a full and reasoned response.

### Right to restrict processing

In certain circumstances you have the right to request that we restrict the processing of your personal data. If you make such a request we will consider whether the right to restrict processing applies and give you a full and reasoned response.

You also have the right to make a complain to the Information Commissioner's Office (ICO), who can be contacted at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Tel: 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

*Document last reviewed and updated - April 2022*