

G2 Fundraising and Development Privacy Notice

COVID-19 RELATED PROCESSING

While pandemic conditions persist, the school may need to collect, share and otherwise process personal data in accordance with Government guidance. This may be for reasons not specifically set out in this Privacy Notice but always for the purposes of protecting public and individual health by seeking to limit the spread of coronavirus (COVID-19).

This Privacy Notice is intended to provide information about how the school will use (or "process") fundraising and development data about including but not limited to Trust and Foundations and Individual donors. It should be read alongside the school data protection policy which describes in detail how the data is collected, processed and retained (where appropriate).

Specifically for the Purpose of Fundraising and Development the School Collects and Processes the Following Information:

- We collect information that you provide, such as
 - Name
 - Email address
 - Postal address
- We use your banking details to process donations you have made to us or for tickets you have purchased for Purcell School events.
- We use your personal data to claim Gift Aid if applicable
- We process your personal data in connection with internal reporting and analysis because we believe it is necessary for our legitimate interests in creating better fundraising events and communications. We have undertaken a legitimate interest assessment to ensure that this processing is not over-riden by your rights or interests.
- We list, promote and celebrate the donations we have received in Purcell concert programmes, our annual report and on our website.
- We use your contact information to send you direct marketing, only if we have your consent.
- We will never sell, rent or trade your personal data. We may disclose your data to service providers e.g. an IT company who render services to the School (all companies are obligated to act only on our instructions and in accordance with applicable laws, including GDPR)
- We may disclose your information if required to by law or to enforce our legal rights.
- None of our service providers lie outside the EEA and therefore there is no reason why any of your data will be processed outside of the EEA.

Your Rights

- You may withdraw consent if you do not wish to receive any mailings from us by contacting Chris Harbour, Head of Development and Philanthropy at c.harbour@purcell-school.org
- If you have any queries about how your data is used by the Purcell School please refer to the School Data Protection Policy. Alternatively, you may contact Chris Harbour, Head of Development and Philanthropy at c.harbour@purcell-school.org

- or Adam Wroblewski, Bursar a.wroblewski@purcell-school.org for more information.

<i>Policy author / reviewer:</i>	<i>Policy date / review date:</i>	<i>Next review due:</i>
R Blake/ AM/ J Harding	May 2018	September 2020
Ruth Blake	September 2020	September 2021
Adam Wroblewski	September 2021	September 2022
Adam Wroblewski	September 2022	September 2023