



## READING BLUE COAT

### Privacy Notice for the Community – September 2019

#### Introduction

This notice explains **how** and **why** the Reading Blue Coat and specifically the Development Office at the School holds and collects personal information about you when carrying out our alumni, community, fundraising and development activities.

This notice also outlines **what we do** with your information and what **decisions** you can make about your information in relation to fundraising and development.

If you have any questions about this notice please contact the Development Director at [connect@rbcs.org.uk](mailto:connect@rbcs.org.uk) tel: 0118 933 1005 in the first instance. If the Development Director is not available to assist please contact the Bursar who is in charge of the School's data protection compliance and can be reached through Reception.

Any former pupil of the School is referred to as an Old Blue.

The School is the data controller of the information held in the alumni database and in relation to communications sent to you for fundraising and development purposes. This means that the School is legally responsible for its use of your personal information as set out in this notice.

Sometimes the School will organise events and activities which are run under the banner of the Reading Old Blues Association (ROBA). The School is the data controller of your personal information in these cases as well. For further information on how the ROBA use personal information in connection with its other activities (for example, the ROBA committee meetings), please contact the ROBA direct on: [please complete].

For more information about how the School uses your information more widely (for example, in relation to the provision of education to pupils) please see <https://www.rbcs.org.uk/wp-content/uploads/2018/05/Privacy-Notice-for-Pupils.pdf>

#### What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, your relationship with the School and financial information.

#### What personal information does the School hold about you and how is this obtained?

We receive information about you from other teams within the School but only where this is relevant to our work. We hold a specific database with information about alumni, parents, staff, former parents, former staff and other supporters. You provide us with information about yourself during the course of our relationship with you. For example, when you sign up to receive communications from us or order tickets for events.





## Our legal bases for using your information

This section contains information about the legal basis that we are relying on when handling your information.

### Legitimate interests

This means that we are using your information when this is necessary for our legitimate interests, except when your interests and fundamental rights override our legitimate interests. We rely on legitimate interests to use your information for all of the purposes described above unless any of the alternative basis in the table below apply. Specifically, we have a legitimate interest in:

- ensuring that there is an active community of supporters which will benefit the School and members of the School community, such as current and former pupils and parents;
- promoting the objects and interests of the School. This includes fundraising e.g. if we want to raise money for the bursary fund or new buildings;
- using your personal information to administer our events;
- safeguarding and promoting the welfare of our pupils with whom you may be in contact e.g. if you arrange work experience or mentor a pupil; and
- ensuring that we comply with our legal obligations.

If you object to us using your information where we are relying on our legitimate interests as explained above please speak to Development Director or the staff in the Development Office.

### Consent

In some cases, we are processing your personal information because you have given us your consent to do so.

If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. To withdraw your consent please contact the Development Director at [connect@rbc.org.uk](mailto:connect@rbc.org.uk).

### Necessary for a contract

We will need to use your information in order to perform our obligations under a contract with you, for example, we need your name and contact details so that we can send you tickets for a concert that you want to attend.

### Legal obligation

On some occasions we will need your information to comply with a legal obligation. For example, we may need to keep a record of who is attending an event so that we can comply with our health and safety obligations.

### Vital interests

For example, to prevent someone from being seriously harmed or killed.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

1. **Task 1: (10 points)**  
 2. **Task 2: (10 points)**

3. **Task 3: (10 points)**  
 4. **Task 4: (10 points)**  
 5. **Task 5: (10 points)**  
 6. **Task 6: (10 points)**  
 7. **Task 7: (10 points)**  
 8. **Task 8: (10 points)**  
 9. **Task 9: (10 points)**  
 10. **Task 10: (10 points)**

11. **Task 11: (10 points)**

12. **Task 12: (10 points)**  
 13. **Task 13: (10 points)**

14. **Task 14: (10 points)**  
 15. **Task 15: (10 points)**  
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 17. **Task 17: (10 points)**  
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 19. **Task 19: (10 points)**  
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21. **Task 21: (10 points)**

22. **Task 22: (10 points)**  
 23. **Task 23: (10 points)**

24. **Task 24: (10 points)**

25. **Task 25: (10 points)**  
 26. **Task 26: (10 points)**

27. **Task 27: (10 points)**

28. **Task 28: (10 points)**



This notice is to explain how we use your personal information. The Development Director can answer any questions which you may have.

Please speak to Development Director if:

- You object to us using your information for marketing purposes e.g. to send you information about fundraising events. We will stop using your information for marketing purposes if you tell us not to; or
- You would like us to update the information we hold about you.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office - [ico.org.uk](https://ico.org.uk).

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|-----------------------------|----------------|
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