



# ROYAL GRAMMAR SCHOOL GUILDFORD FOUNDATION PRIVACY POLICY

## **Introduction**

The Royal Grammar School, Guildford Foundation (“we”) promise to respect any personal information you share with us, or that we receive from other organisations (eg. The Royal Grammar 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 RGS community through their personal data allows us make better decisions about the events and communications we offer, to fundraise more efficiently and, ultimately, to help us to increase opportunity for bright local boys through the RGS Bursary Programme.

Our marketing communications include news about our School and the achievements of RGS pupils and Old Guildfordians, as well as event & alumni reunion invitations and, occasionally, fundraising campaigns.

If, at any time, you would like to change the method by which we communicate with you, or to cease hearing from us altogether, please ‘unsubscribe’ from any of the emails we have sent you, or contact us at +44 (0)1483 880665 / [rgsfoundation@rgsg.co.uk](mailto:rgsfoundation@rgsg.co.uk) to be removed from our mailing list.

## **What personal information we collect about you**

The types of information we might collect includes names, contact details, interests, views of the School, whether you are a parent or Old Guildfordian, your attendance at events and your successes and achievements as a pupil. We may also collect professional details about your career and how and with whom you are happy to share your expertise, as recorded on RGS Connect – our digital skills exchange platform.

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

We may obtain personal information about you when you enquire about our activities, make a donation or otherwise provide us with personal information. The School also provides us with information about students and their families (with your consent) when you join the School and, as appropriate, during your time as a pupil or parent. Occasionally we will obtain your information from the public domain, for example via social media and networking platforms like Linked in, or through third parties, for example, to check your postal address using public databases if we have not heard from you and are unable to make contact.

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

We may use your information to provide you with information about The Royal Grammar School, Guildford and the Royal Grammar School Guildford Foundation, to supply merchandise and services you may request and to ensure we know how you wish to be contacted. We may also use your information to comply with legal and financial regulations, to understand how we can improve our communications, events and services and to further our charitable aims. This includes informing you about our philanthropic ambitions and activities for widening access through the RGS bursary programme and, occasionally, asking you to consider supporting us with a donation. We may also contact you to enquire whether you are willing to share your professional expertise with pupils and /or alumni as part of our career development programme.

In addition to The Royal Grammar School, Guildford we may occasionally share some of your personal details with other organisations. These organisations offer professional services to help us save resources and improve our ability to successfully raise funds to widen access through our bursary programme. The activities might include checking your address where we have not heard from you in several years or using publically available information about you to ensure that you are not asked for inappropriate gifts. Any information we provide about you cannot be held by that organisation, nor can it be shared with any other charity or company. We will never share your details with another charity, apart from the Royal Grammar School, Guildford. To understand more about these activities, see below.

## **Protecting your personal information**

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date. For example, if a peer from your year at School requests your contact information we would always ask you if you are happy for us to disclose it prior to doing so.

## **Your Consent**

By providing us with your personal data, you consent to the collection and use of any information you provide or we collect in accordance with the above purposes and this privacy statement. You have the right to withdraw consent for use of your data for any of these purposes at your discretion.

## **Right of Access**

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information updated.

## **Changes**

Please help us to keep your information and communication preferences up to date by notifying us at [rgsfoundation@rgsg.co.uk](mailto:rgsfoundation@rgsg.co.uk) / +44 (0)1483 880665 or in writing to The Royal Grammar School Guildford Foundation, The Royal Grammar School, High Street, Guildford, Surrey, GU1 3BB.

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## **Further Information about how we may share some of your personal information**

### **Checking your Address**

We know from the returned mail we receive that people sometimes move house and forget to tell us. Periodically, we may therefore send the name and addresses of those from who we have had no contact in recent years, to a data screening company which uses publicly available information to check addresses. Where there appears to be a change, we will contact you to check the information. We will never change your details without making contact with you. If we are unable to verify your details with you, we may decide to cease postal communications until we can make contact. Our aim is always to be in touch with those who wish to hear from us and to ensure we are not wasting precious resources that could be used for bursaries.

### **Asking for donations appropriately**

Periodically, we may send names, addresses and limited information about your relationship with us, to a professional wealth screening company or a researcher. Using publically available information, their services help us to better understand our community, to send the right messages to the right people at the right time and to focus our fundraising activity where it is most likely to be successful. These professional organisations can only provide us with publically available information, which means that any information we provide about you cannot be held by them after it has been returned to us, nor can it be shared with any other charity or company. We only work with the most reputable and established firms to ensure the privacy and safety of your information.

**Reviewed by:           Development Director**

**Date of last review: 26 July 2023**

**Date of next review: Trinity 2024**