

# OUNDLÉ SOCIETY

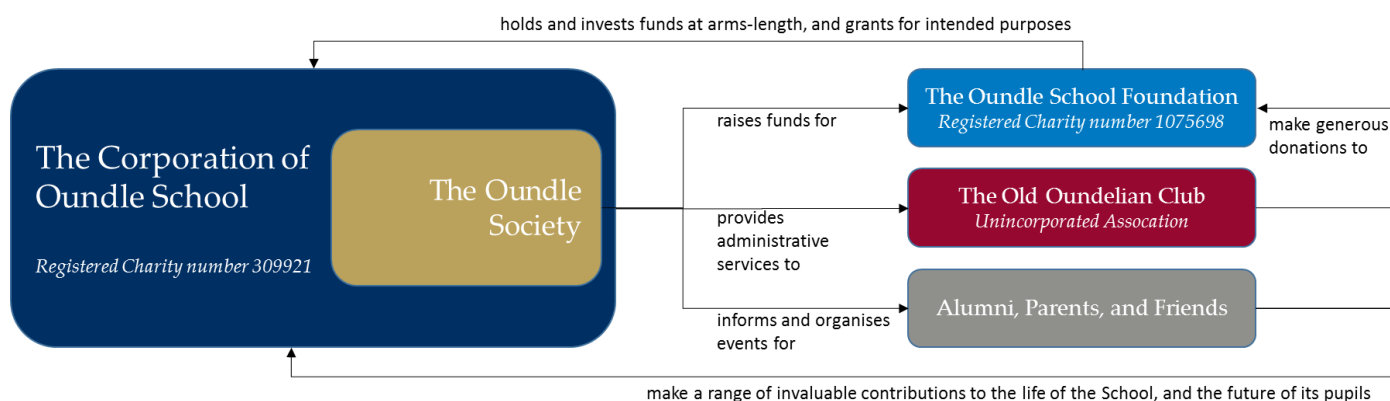
## Our Privacy and Data Protection Values

We are proud of our School, our former pupils and supporters, and we want to stay in touch.

The School and The Old Oundelian Club have a coordinated approach to former pupils, parents, and supporters, and the Oundle Society acts as a shared administrative services provider.

This statement provides a summary of how The Oundle Society handles and uses the data it collects and holds.

### Organisational structure



### Transparency

The records we hold are used by the Oundle Society to help us to organise events and offer services, to promote the School, and to support our fundraising.

Activities include the production and distribution of publications and appeal information, and the promotion of events. Communications may be sent by post, telephone, or by email.

Records commonly contain basic details of education, contact details, and career information. Interactions with the School, and details of donations, are also recorded. In some cases other data are added, including information about partners, financial and other data you have disclosed to us or which we have derived from publicly-available sources of information, and information about your areas of interest and potential to support the School.

### Security and controlled data-sharing with partners

All information is held and transmitted securely, and may be disclosed on a considered and confidential basis to officers, Governors, and employees of the Corporation of Oundle School and the Old Oundelian Club.

Data may also be transmitted to third parties who provide services to the Oundle Society such as 'mailing house' services and telemarketing infrastructure. They are required to delete or destroy all such information once they have completed the agreed activities that they carried out on our behalf.

The Oundle Society also facilitates communication between former pupils, but we will not release personal contact details unless we have your permission to do so.

We will not sell or share your information with any third parties for their own use, or for them to market to you.

## **Basis for processing**

Your pre-existing relationship with the School establishes a legitimate interest in our sharing with you news of developments at Oundle, our fundraising programme generally, and in the social and networking opportunities that we offer to our community.

It is on this basis that we hold the information that you or others have supplied to us, and use it in the manner set out in this document.

You will receive our general news, and information about our events and our development programme, unless you have asked us not to contact you about certain subjects, or using certain methods (see below).

There is a balanced and legitimate interest in our contacting members of our community to establish whether or not they would like to commence or to renew financial support for the School through the Foundation. This serves to maximise our ability to carry out our objectives in this regard, but also to ensure that we respect community members' wishes in respect of fundraising approaches.

We will not, however, contact you by telephone if you are registered with the Telephone Preference Service, or specifically and directly by email, to discuss your support for our fundraising programme, unless you have donated to us previously (in which case we have a legitimate interest in contacting you about your support), or have given your consent for us to contact you using these methods.

## **Control**

You are in control! If you have any queries, wish to restrict data processing or sharing, or do not want to be contacted by the Oundle Society at all, please inform us.

If there are specific publications, communications, or activities from which you wish to unsubscribe, please let us know and your wishes will be recorded and respected.

We keep our privacy and data protection policies under review, and any changes we make will be published on our website and made available in hardcopy on request.

The Data Controller is The Corporation of Oundle School, Church Street, Oundle, PE8 4EE, but you are advised to contact the Oundle Society offices with any queries in the first instance.

*November 2017*