The Manchester Grammar School Development Office and Archives Privacy Policy

The Manchester Grammar School Trust is a registered charity, charity number 526564, which seeks to raise funds to provide means-tested bursaries to the Manchester Grammar School.

The Manchester Grammar School (MGS) is a registered charity, charity number 529909, which seeks to raise funds for annual expenditure, restricted funds and capital projects.

The fundraising activities for both the Manchester Grammar School Trust and the Manchester Grammar School are managed by the Manchester Grammar School Development Office.

Introduction

This privacy notice sets out the way the Manchester Grammar School Development Office and Archives process your information and details our privacy and fair processing policy. It should be read alongside the Manchester Grammar School Privacy Policy (here) and the Manchester Grammar School Fundraising Policy (here). The Manchester Grammar School Development Office and Archives will always refer to this policy when we ask you for your consent. We shall keep this policy updated so that you can be confident when sharing your information with us that it will be only used for what we say here.

How do we use 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 Development Office may be used for the following purposes:

- Communication about our alumni activities and fundraising, including our bursary fund
- Administration of donations and legacies
- Administration of careers programmes and mentoring programmes
- Ensuring that all direct marketing communications you receive from us are relevant.

We neither sell your personal information for other organisations to use nor share it, except as set out in this Privacy Policy.

You are always in control of how we communicate with you about Development. You can update your choices by contacting the Development Office.

Our lawful basis for processing this information

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, and providing careers and mentoring programmes.
Your marketing permissions

The Manchester Grammar School Development Office always acts upon your choices regarding the type of communications you want to receive and how you want to receive them. However, there are some communications that need to happen regardless of your marketing preferences. Examples of this type of communications include transaction notification messaging and Gift Aid verification.

Retention

We hold your information only as long as necessary to fulfil the purposes described above. The Manchester Grammar School Archives actively collects and maintains information which directly relates to the School and its history. Records which contain personal data are retained confidentially and securely, in line with the requirements off the Data Protection Act 1998. Further information can be obtained by emailing archives@themanchestergrammarschool.org, or by writing to:

The Manchester Grammar School Archives
The Manchester Grammar School
Old Hall Lane
Manchester
M13 OXT

Your rights

You have the following rights over the personal data we hold about you:

<table>
<thead>
<tr>
<th>Right of access</th>
<th>You have the right to obtain copies of the personal data The Manchester Grammar School holds about you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right to rectification</td>
<td>You have the right to oblige The Manchester Grammar School to rectify inaccurate personal data about you.</td>
</tr>
<tr>
<td>Right to erasure (right to be forgotten)</td>
<td>You have the right (under certain circumstances) to oblige The Manchester Grammar School to erase personal data about you.</td>
</tr>
<tr>
<td>Right to restriction of processing</td>
<td>You have the right (under certain circumstances) to oblige The Manchester Grammar School to restrict the processing of your personal data.</td>
</tr>
<tr>
<td>Right to data portability</td>
<td>You have the right (under certain circumstances) to oblige The Manchester Grammar School to provide you with the personal data about you that you have provided to us in a structured, commonly used and machine-readable format. You also have the right to oblige The Manchester Grammar School to transmit that data to another controller.</td>
</tr>
<tr>
<td>Right to withdraw consent for processing</td>
<td>You have the right to withdraw your consent at any time.</td>
</tr>
<tr>
<td>Right to object</td>
<td>You have the right (under certain circumstances) to object to the processing of your personal data.</td>
</tr>
</tbody>
</table>
Rights in relation to automated decision making and profiling

The Manchester Grammar School does not perform any automated decision-making based on personal data that produces legal effects or similarly significantly affects you.

For more information about these rights, please visit the Information Commissioner’s Office website at ico.org.uk.

Updating and amending your personal information

If at any time you wish to update or amend your personal data or preferences, please email development@themanchestergrammarschool.org or write to:

The Manchester Grammar School Development Office
The Manchester Grammar School
Old Hall Lane
Manchester
M13 OXT

Security

We recognise the concerns that many people have about giving personal information online. We use strong encryption when your information is moving to or from our Blackbaud Raiser’s Edge database and also whilst your information is held by us.

The Manchester Grammar School Global Connect alumni networking platform is provided by Graduway. Any alumni users of the platform agree that their data and personal information will be dealt with by the Graduway privacy policy.

Any paper records and alumni record cards are secured securely. Access to these records is restricted to members of The Manchester Grammar School Development Office and The Manchester Grammar School Archives on a need to know basis.

Payment card information

The Manchester Grammar School is compliant with the Payment Card Industry Data Security Standard (PCI DSS) and the Data Protection Act 1998.

Queries and complaints

Any comments or queries on this policy should be directed to the Bursar, Gillian Batchelor, by email at g.m.batchelor@mgs.org, or by telephone on 0161 224 7201, or by post at The Manchester Grammar School, Old Hall Lane, Manchester, M13 0XT

If an individual believes that the school has not complied with this policy or acted otherwise than in accordance with data protection law, they should utilise the school’s complaints procedure and should also notify the Bursar.

You also have a right to make a complaint to the Information Commissioner’s Office (ICO), who can be contacted at:
The Manchester Grammar School Development Office and Archives
May 2018