



# OUNDLE

School

## Oundle Society and OO Club

### Privacy and Data Policy

The Oundle Society and The Old Oundelian Club (OO Club) have a coordinated approach to keeping former pupils (known as OOs), parents (current and former), and supporters up to date with news, benefits, events, reunions and other opportunities, as well as fundraising campaigns. This policy provides a summary of how The Oundle Society and OO Club handles and uses the data it collects and holds. This policy can be viewed in conjunction with the School's Privacy Notice which is available to view [here](#).

This policy includes:

- Who we are
- Legal basis for processing
- What data we process
- How we collect information about you
- How we use this information
- How we keep your data secure – including who has access
- How long we retain your data
- Your choices and right to be forgotten
- Vulnerable circumstances policy
- Complaints, compliments and comments
- Changes to this policy

#### Who we are

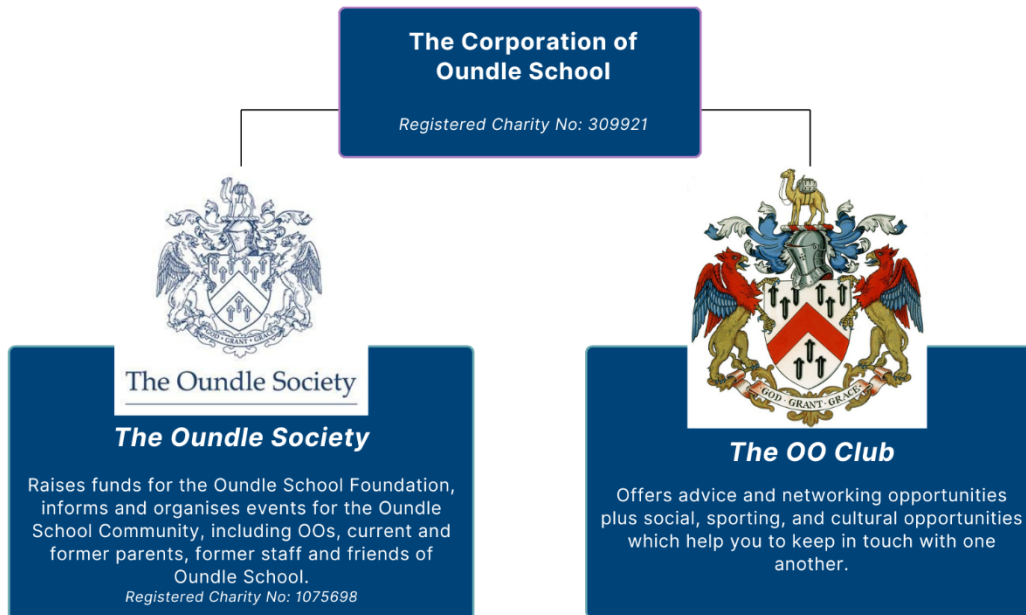
We are The Oundle Society and The OO Club – visit our website to find out more about us [Home - The Oundle Society & OO Club](#).



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## Legal Basis for processing

Our legal basis for processing personal data when required is as follows:

- Legitimate interest and/or consent

Some processing of data may be carried out to perform a contract with you or it is required by law such as the completion of due diligence or when processing Gift Aid.

## What data do we process

The Oundle Society and The OO Club collects and holds the following data, where possible:

- Names (including former).
- Contact details, including postal address, email address and telephone number.
- Engagement with School, including event attendance.



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- Details of Oundle education.
- Details of higher education where applicable.
- Interests and activities both whilst at Oundle and after (such as sports, music etc.).
- Philanthropic and volunteering, including any gifts and services to Oundle.
- Relationships to other Oundle community members.
- Employment and professional activities.

### **How we collect information about you**

The information we collect allows us to provide the best tailored experience for our OOs and supporters.

If you are an Oundle parent your data will be transferred to The Oundle Society when you join. If you are an OO your record is transferred to us once you leave. OOs automatically become members of The OO Club once they leave Oundle.

The Oundle Society and The OO Club also collect information through admissions, event registrations and forms such as our contact details form on the website. We also collect information from conversations within the Oundle community. We also seek to collect data from publicly available sources of information, such as social media, PR announcements and news outlets.

### **How we use this information**

To provide you with information about our work and activities, including sharing e-newsletters, invitations to events and volunteering opportunities.

For administration purposes and record management.

To ask you for your permission to use the story of your experiences at Oundle to help support our work or market the School.

To monitor and improve the services we offer to the Oundle community.

To ask for your support financially.



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To transfer to HM Revenue and Customs in respect of any Gift Aid claims.

To help manage our events, this may include sharing your name with external venues for seating plans and other administrative tasks relating to the event.

We may assess your personal information for wealth screening purposes in order to gain a better understanding of how we should engage with you and to tailor our communications with you. We also use this to make informed decisions about our fundraising strategy. It is our intention to ensure that any approaches made to you are respectful and professional and based on evidence suggesting that you might be interested in our work. Wealth screening is carried out by a trusted third party and includes information such as your name, postcode and data on your existing relationship with Oundle.

### **How we keep your data secure – including who has access**

All information is held securely in secure servers, and our network is protected and routinely monitored.

We use a third-party system to store and manage your data. This information is held securely, and we take appropriate measures to ensure that the information provided to us is secure, accurate and up-to-date and kept only as long as it is necessary to do so.

Occasionally information may be disclosed on a considered and confidential basis to Governors and other employees of the Corporation of Oundle School and The OO Club.

Data may also be transmitted to third parties who provide services to The Oundle Society or The OO Club such as mailing houses, they are required to remove all information once their services have been carried out.

The Oundle Society and The OO Club also facilitate communication between former pupils; however, we will never release personal contact details to others without your prior permission to do so.



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We will also never sell or share your information with any third parties for their own use, or for them to market to you.

### **How long do we retain your data for**

The Oundle Society and The OO Club considers its relationship with OOs and its supporters to be life-long. Our legal obligations and tax and accounting rules also help to determine how long we should retain your information. All information is securely disposed of once it is no longer needed.

If you have pledged a legacy gift, it is necessary for us to retain your information until after the gift has been received.

### **Your choices and right to be forgotten**

At the end of the day our commitment is to you, but you are in control of your data.

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 by contacting [oundlesociety@oundleschool.org.uk](mailto:oundlesociety@oundleschool.org.uk).

- You have the right to request a copy of the information we hold about you.
- Right to be forgotten – in certain circumstances you can request the information we hold about you to be removed from our records.
- Right to object – you have the right to object to certain types of data processing, such as types of marketing.

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 via hardcopy on request.



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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.

### **Vulnerable circumstances policy**

We recognise the importance of protecting our vulnerable supporters and follow guidance by the Institute of Fundraising on treating all supporters fairly. More information can be found online at [Chartered Institute of Fundraising - Homepage](#).

### **Complaints, compliments and comments**

If you wish to make a complaint about how your personal data is being processed, please contact [Oundlesociety@oundleschool.org.uk](mailto:Oundlesociety@oundleschool.org.uk)

### **Changes to this policy**

We may make changes to this policy from time to time. Any changes will be communicated to via the website or by direct contact with you.

Policy last reviewed by:	Rebecca Baxter – Director of Development and Isy Paton – Deputy Director of Development
Date of last review:	January 2025
Approved by:	Lucy Waide – Head of IT and Information Management