



## Victoria College Foundation Limited

### Privacy Notice

#### About Us

Victoria College Foundation Limited (referred to in this Privacy Notice as the "**VCF**", "**we**" or "**us**") is a Jersey company funded by charitable donations.

We work in close conjunction with Victoria College School (the "**School**") and the Old Victorians' Association (the "**OVA**"), which is independent from the School.

The purpose of the VCF is to advance the education of students at the School by supporting financially, and otherwise enhancing, all aspects of the educational and developmental experience on offer to their students; and to support the School in its efforts to make facilities and resources available to benefit persons who are not students there, insofar as is compatible with their day-to-day running and management.

#### About This Privacy Notice

In order to enable the VCF to achieve its purpose, it needs to store and process personal information in a number of ways.

We may collect personal information about you from a range of sources in the course of you and people and entities connected with you interacting with the VCF. References to "**you**" include all individuals whose personal data we collect, hold and process in the course of operating the VCF.

In collecting, holding and processing your information, we act as a "controller" for the purposes of the Data Protection (Jersey) Law 2018. This means that we are legally responsible for the processing of your information.

The School manages the Victoria College Community database of OVs, parents, former parents, former staff, and friends of the School (the "**Database**"). The School, the OVA and the VCF act as joint controllers in relation to the Database.

However, OVs choose to stay in touch with us and we will always respect your rights and choices.

#### Information we collect and how we collect it

The VCF collects specific information in order to fulfil our purpose.

The information we collect can be categorised as follows:

- Personal details including name, titles, date of birth, school House.
- Preferred contact details such as postal address, email, and phone numbers.
- Marketing and communication preferences which you tell us about.
- Family relationships including any Old Victorian relations.
- Educational information - university attendance but not including academic results.
- School achievements: sports teams and positions of responsibility.
- Business details.
- Engagement with the OVA and Victoria College eg. event attendance; work experience placements, careers talks.
- Dietary requirements for events.

We collect contact information from students during their final term before leaving to confirm them as an Old Victorian. We continue to collect personal data from OVs when they register for events, volunteering, engaging with our social media channels or otherwise provide us with personal information.

We may also collect information about you as a result of your connection (whether family or professional) with an OV.

We may also try to connect with OVs through social media platforms such as LinkedIn to help us stay in touch and to keep our database up to date. This helps us to capture and collect business details to allow us to send invitations that may be of interest.

We may also be provided with information by the School from time to time in the course of our activities.

### **How we use your personal information**

In order to provide you with a high level of service, we will use your data in a number of ways. The Data Protection legislation requires us to identify the legal basis for carrying out these activities explained as follows.

In many of our activities, we act in conjunction with the School as joint controller.

**Legitimate Interest:** We have identified these activities as an integral part of the fund raising and charitable activities of the Victoria College Foundation.

Unless you tell us otherwise, we will utilise your personal data for the following:

- Maintaining a record of your attendance at (or other connection with) the School
- Sending you newsletters
- Periodically send you communications that are of interest to maintain your connection with Victoria College and the VCF

- Send you invitations to:
  - events relevant to your time at Victoria College and to your specific interests
  - events relating to VCF activities
  - events relating to the School
- Send you VCF marketing communications
- Track your engagement with the VCF for fund raising
- To use anonymised personal data to benchmark our activities
- Providing support and assistance to the School (including fundraising and governance);
- Providing a link between the VCF, the School and Old Victorians
- Informing you about developments at the School and fundraising appeals established to help fund those projects;
- Conducting research to ensure that members of the Victoria College community with the capacity to make a major contribution to such appeal are identified;
- To keep alive the spirit imbued by the Founders of the school and to uphold the reputation of the School; and
- Supporting the VCF and OVA scholarship fund.

If at any time you want us to stop sending you material or invitations, please contact Deputy Headmaster Dr Gareth Hughes [g.hughes@vcj.sch.je](mailto:g.hughes@vcj.sch.je).

**Consent:** With your permission, we will do the following:

- Record dietary requirements for events
- Pass your information to other OVs

We may also process your personal data for other purposes where we are legally required or permitted to do so.

### **Retention of your personal information**

We must take into consideration our legal obligations when determining how long we retain your information and will endeavour to review our data regularly to ensure we are not keeping information for longer than required.

We will ensure you are always able to update your information with us and are able to change your preferred communication preferences.

### **Sharing your personal data**

The Data Protection legislation exists to protect the privacy of individuals. The VCF is committed to protecting the privacy of OVs. Note that spouses, parents and friends have no automatic right of access to your personal data. The general principle is that your personal data will normally only be disclosed outside the VCF with your consent save as set out in this Privacy Notice.

However, there are occasions while you are at the School and after you leave when the VCF is obliged by law, or under other obligations, to disclose the personal data to external people or agencies. These are sometimes called third party disclosures. The VCF has internal procedures to check that the disclosure is appropriate and that the third party is legitimate before any release takes place. Third parties which the VCF identifies are as follows:

- **Victoria College School:** Specific Victoria College staff are able to access and use your personal data for the purposes set out in this Privacy Notice.
- **The OVA:** In order to advance the Alumni network, the OVA may use your information to keep you informed of relevant events and Old Victorians' activities. The VCF works closely with the OVA and shares a common database.
- **Legal authorities and law enforcement:** Where disclosure is necessary for the prevention or detection of crime, the VCF will release your information where necessary to these authorities.
- **Service providers:** The VCF may use services under contract (such as IT service providers) for relevant operations such as mailing out.

Where we share your information with a third party, we require the recipients of that personal information to put in place adequate measures to protect it.

If you would like further information about the safeguards we have in place to protect your personal information, please contact Deputy Headmaster Dr Gareth Hughes [g.hughes@vcj.sch.je](mailto:g.hughes@vcj.sch.je).

We will not generally transfer your personal information outside of Jersey, Guernsey and/or the European Economic Area (unless you are resident in a country outside of those jurisdictions in which case).

## Your Rights

You have the following rights (which may be exercisable depending on the circumstances) in respect of the personal information about you that we process:

- the right to access and port personal information;
- the right to rectify personal information;
- the right to restrict the use of personal information;
- the right to request that personal information is erased; and
- the right to object to processing of personal information.

You also have the right to lodge a complaint about the processing of your personal information either with us, with the Office of the Information Commissioner in Jersey (<https://oicjersey.org>).

Where we have relied on consent to process your personal information, you have the right to withdraw consent at any time. You also have the right to object to processing on the basis of legitimate interests (although this right is subject to certain exceptions).

If you wish to exercise any of the rights set out in this paragraph, please contact Deputy Headmaster Dr Gareth Hughes [g.hughes@vcj.sch.je](mailto:g.hughes@vcj.sch.je).

### **Inaccurate or amended information**

Please let us know as soon as possible if any of your personal information changes (including your correspondence details) by contacting us at Deputy Headmaster Dr Gareth Hughes [g.hughes@vcj.sch.je](mailto:g.hughes@vcj.sch.je). Failure to provide accurate information or to update information when it changes may have a detrimental impact upon our ability to provide our services and/or our ability to perform our purpose.

### **QUESTIONS**

If you have any questions about this Data Protection Notice or how we handle your personal information (e.g. our retention procedures or the security measures we have in place), or if you would like to make a complaint, please contact Deputy Headmaster Dr Gareth Hughes [g.hughes@vcj.sch.je](mailto:g.hughes@vcj.sch.je).