The Stonyhurst Foundation – Privacy Notice

Introduction

This Privacy Notice explains what information the Stonyhurst Foundation collects about prospective, current and former donors, supporters, 1593 Club members and people who visit our website, as well as how we use it; who we share it with; how long we keep it; and the rights you have over it.

The Stonyhurst Foundation website is intended for adults, and the Stonyhurst Foundation does not knowingly collect personal information from children through its fundraising activities.

We may update this Privacy Notice from time to time. The latest version will always be available on our website.

Our Privacy Promise

We promise:

- to be clear and transparent about how we collect and use your information
- to use your information only for the purposes explained in this Notice
- to collect only the information we need for those purposes
- to keep your information accurate, secure and up to date
- to keep it only for as long as necessary
- to respect your privacy rights and make them easy to exercise
- to respond promptly to your questions and concerns
- to treat your information fairly, lawfully and with respect.

When you support the Stonyhurst Foundation

How do we collect and use your personal information?

We collect information directly from you when you make a donation, pledge support, attend an event, join the 1593 Club, contact us, complete website forms or otherwise engage with the Stonyhurst Foundation.

This may include your name, contact details, donation history, Gift Aid declarations, correspondence, event attendance and communication preferences. We use this information to administer donations, claim Gift Aid, manage our relationship with you, invite you to Stonyhurst Foundation activities, recognise your support and, where appropriate, keep you informed about our work and future fundraising.

How and with whom do we share your information?

We share information only where necessary with trusted service providers who help us administer: donations, communications, events, website services and IT systems. We may also disclose information where required by law or in connection with a merger, reorganisation or transfer of the Stonyhurst Foundation's activities.

Where do we process and store you information?

Information is normally processed in the UK. Where a service provider processes information outside the UK, appropriate safeguards are put in place in accordance with UK data protection law.

How long do we keep your information?

We keep donor and supporter records only for as long as necessary to manage our relationship with you and comply with legal, tax and accounting obligations. Where you ask us not to contact you, we retain minimal information to ensure your wishes are respected.

What is the legal basis for our processing?

We process your data to action your donation or request, for compliance with legal obligations, for our legitimate interests in building and maintaining relationships with supporters and, where required, your consent.

When you use our website

How do we collect and use your personal information?

If you contact us through our website or complete the 1593 Club web form, we use the information you provide to respond to your enquiry, administer your membership and communicate with you about the matters you have requested. Where you choose to receive news or fundraising communications, you may unsubscribe at any time.

Cookies

Our website uses cookies and similar technologies. Please refer to our Cookie Notice for further information.

How and with whom do we share your information?

We use carefully selected service providers to host and support our website and communications. We do not sell your personal information.

Where do we process and store your information?

Website information is processed and stored using secure systems in the UK or other countries where appropriate safeguards are in place.

How long do we keep your information?

Website enquires are retained only for as long as necessary to deal with your enquiry and any ongoing relationship.

What is the legal basis for our processing?

Our legal basis is our legitimate interest in operating the Stonyhurst Foundation and responding to enquires and where applicable your consent.

Your Privacy Rights

Your rights

These are your legal rights. If you believe we have infringed them, you can contact the ICO.

(a) Right of access to your Information – we will provide you with the Information we hold

(b) Right to have inaccurate or out of date Information corrected

(c) Right to unsubscribe from marketing messages and emails

(d) Right not to be profiled for marketing purposes – please be assured that this is not something we do

(e) Right to object to our processing of your Information on grounds relating to your particular situation

(f) Right to restrict our processing of your Information in certain circumstances

(g) Right to have your Information deleted in certain circumstances ("Right to be Forgotten")

(h) Right to transfer your Information to another provider ("Right of Portability")

(i) Where our legal basis for processing is your consent, you may withdraw it at any time

(j) Right to make a complaint to the ICO (see "Lodging a complaint" below).

If you tell us you want to exercise your rights, we will confirm that we have received your request and let you know if we need anything else from you. We will then respond as quickly as possible and, in any event, within a month.

How do you exercise your Rights?

You can exercise your Rights by contacting our Data Protection Lead by contacting:

foundation@stonyhurst.ac.uk

Complaints Procedure

If we fail to respond to a Rights Request within a month, or if you have any concerns about our handling of your Personal Information, you can lodge a complaint by contacting our Data Protection Lead foundation@stonyhurst.ac.uk

This will be handled in accordance with our Data Protection Complaints Procedure.

If you are not happy with our response, you have the right to complain to the **Information Commissioner's Office**: https://ico.org.uk/make-a-complaint

Who we are and how to contact us

We are The Stonyhurst Foundation (registered charity no. 1186994 and company no. 12132113) and we are the "Controller" of your Personal Information, which means we decide the purposes for collecting your Information and how we will process it.

More importantly, it means we are responsible for looking after it and complying with the law and your Privacy Rights.

Our registered address is:

Stonyhurst College
Stonyhurst
Clitheroe
Lancashire
BB7 9PZ