

## **Stowe Development Office Privacy Policy**

The Stowe Development Office Privacy Policy applies to information gathered by the Office in relation to the Stowe constituents ('Stowe'), being:

Stowe School Limited	(Company no 187251, Charity no 310639)
The Stowe School Foundation	(Charity no 1071363)
Stowe House Preservation Trust	(Charity no 1066272)
The Old Stoic Society	
The American Friends of Stowe School	
The Hong Kong Friends of Stowe	

The Stowe Development Office exists for the purpose of forging links with members of the Stowe community, with the aim of raising awareness, support and funds on behalf of the Stowe School Foundation and the Stowe House Preservation Trust. To do so, the Stowe Development Office maintains a constituent relationship management database called Raisers' Edge, which is operated in tandem with the Old Stoic Society. The Stowe Development Office is aware of the responsibilities (both legal and ethical) arising thereof and is committed to ensuring the privacy of our constituents.

### **How we gather information:**

The Stowe community comprises:

- Old Stoics
- Current Parents
- Former Parents
- Former Staff
- Third party donors-individuals, trusts and corporate bodies and
- Friends of the School.

Data is collected annually from the Stowe School database, relating to the contact details of new parents and recent Stoic leavers. In addition, data is collected from information provided by constituents when making donations, filling in forms or booking events. A record is kept of all correspondence between the Development Office and constituents.

### **Where we store your personal data:**

The Development Office operates a constituent relationship management database called Raisers' Edge, which is maintained by Blackbaud UK and held securely at Stowe. The Stowe community is becoming increasingly international and as such the Development Office works with offices around the world (the American Friends of Stowe in the USA and the Hong Kong Friends of Stowe in China). For these reasons, the data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be viewed by users operating outside the EEA. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy, but we do not accept liability for other users.

**Uses made of your information:**

We use information held about you to provide you with information or services relating to Stowe's fundraising activity that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.

**Communication preferences:**

We want to ensure that we keep the details we hold about you up to date and communicate with you fully in accordance with your wishes. If you have specific preferences regarding the type of communications you want to receive, then please inform the Development Office on 01280 818320 or [campaign@stowe.co.uk](mailto:campaign@stowe.co.uk)

**Updating or changing the information that we collect:**

Constituents have the right to see their own record and change the fact of, extent of, or use of their personal data. To do so, please contact the Development Office on 01280 818320 or [campaign@stowe.co.uk](mailto:campaign@stowe.co.uk)

**Third parties and other organisations:**

The Development Office will not give or sell your personal information to any outside organisation. Your information may however be shared with agents or contractors of the Development Office when they provide services to the School, only if necessary and with confidentiality assured. The Development Office may disclose personal information if required to do so by law or in the good-faith belief that such action is necessary to a) conform with the law; b) protect and defend the rights or property of Stowe or c) act in circumstances where it is necessary to protect the personal safety of members of the Stowe community.

**Opting out of contact from the Development Office:**

Should you no longer wish to receive any or all communications relating to fundraising activity at Stowe, please inform the Development Office on 01280 818320 or [campaign@stowe.co.uk](mailto:campaign@stowe.co.uk).

**Contact:**

If you would like to discuss any aspect of the Stowe Development Office Privacy Policy or other matters concerning fundraising activity at Stowe, please contact:

**Colin Dudgeon**  
**Development Director, Stowe Development Office**

Tel: +44 (0) 1280 818249

Email: [cdudgeon@stowe.co.uk](mailto:cdudgeon@stowe.co.uk)

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