

Latest GDPR Guidance - Privacy Notices

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IDPE continues to work in association with ISBA and Farrer & Co to support our members to become GDPR-ready. Our latest guidance is on developing your school's Privacy Notice.

Every school is different. We therefore cannot provide, a 'one size fits all' Privacy Notice. The new [GDPR Template Privacy Notice and Guide](#) will support your school to design your own Privacy Notice to the standards now expected by GDPR, based on your completed data audit and your school's use of personal data.

This is a comprehensive guide to updating the Privacy Notice for your whole school, and whilst development and alumni can be covered within the school's Privacy Notice, further specific guidance on tailored Privacy Notices will be available in the New Year in our Fundraising Toolkit (following publication of definitive guidance from the Information Commissioner's Office).

IDPE recognises the importance of working across the school to become GDPR-ready, and therefore this template guidance covers all areas to be included in your school's Privacy Notice, reflecting the need for a whole-school approach to GDPR. However, to make your life easier we have highlighted in blue which sections of the guide and template are most relevant to schools' development professionals.

We have identified key areas of interest for development and alumni within the attached guide:

- Every school is strongly advised to conduct a full [audit of their data](#) before attempting to finalise their Privacy Notice.
- Every school is different – amend the template Privacy Policy to reflect your school's use of personal data and your school's 'voice'.
- Where relying on "legitimate interests" as the lawful basis for processing personal data, these must be individually listed within your school's Privacy Notice.
- If your school's development office conducts wealth screening and prospect research, this should not be hidden, but explained clearly within your Privacy Notice and you will also need to state on what lawful basis you are conducting these activities.
- Your Privacy Notice must consider other relevant legislation which works alongside data protection law, such as PECR (the Privacy Electronic Communication Regulations). Fundraising is classed as Direct Marketing, it promotes the "aims and ideals" of the school, and therefore must also comply with PECR's strict consent rules where communication is sent by electronic means (i.e. SMS or email) or if making marketing calls to parents or alumni who are registered on the TPS.
- Under GDPR, the Privacy Notice must be shared directly with the school community, rather than simply available on the school website - it should be updated at minimum annually and when significant changes are made, re-issued. Whilst the guide states that: 'we do not think it proportionate in most cases for the school to provide the Privacy Notice to former staff or

former parents,' this will very much depend on your level of engagement with these groups in relation to development and alumni activity. If both former staff and parents are target audiences for development, your Privacy Notice will need to be shared with them as well as pupils, alumni, current parents and staff.

- Consider whether separate alumni associations or foundations will be covered by the school's Privacy Notice or will need their own Privacy Notice and a data sharing agreement in place.

Privacy Notices aimed at children need to be in language suitable for children of that age.

- Whilst this is a comprehensive GDPR Template Privacy Notice and Guide, once complete you should consult with your own legal advisors.

One step at a time...

We urge schools to make sure you firstly audit their data and consider how you use personal information. This should be complete, or at least highly advanced, before your school can usefully begin to fill in the gaps in this template Privacy Notice. It is certainly not recommended that schools "go live" with their new Privacy Notice – which under GDPR means sending it out directly to your school community, and not simply posting it on the website – before you have completed the auditing process. In any event, schools should not look to publish their GDPR Privacy Notice much before 25 May 2018. Certain rights granted under GDPR, that need to be explained to data subjects in this Privacy Notice, are not yet applicable to them; we are also awaiting the final text of the UK Data Protection Bill, not to mention final ICO Guidance on consent and legitimate interests.

Schools should treat this template as a work in progress, building towards May next year. IDPE will continue to update this information and provide further guidance on how you can prepare for GDPR over the coming months.