Bloxham School and Old Bloxhamist Society Memorandum of Understanding

This Memorandum of Understanding (MoU) guides the working relationship between Bloxham School and the school’s alumni society, The Old Bloxhamist Society. The principle of this MoU was agreed between the Headmaster and Old Bloxhamist Society Chair in November 2016. The Data Handling Protocol was added in January 2018.

Detail of the Memorandum

1. The Old Bloxhamist Society was set up to:

1. Provide a link between the School and former pupils
2. Provide a social network for former pupils
3. Act as the guardian of Bloxham’s ethos and legacy
4. Provide financial support to the School

2. Both the Society and the School recognise that a volunteer run organisation cannot deliver the programme of activities expected of a modern-day alumni association and thus the Society and School have jointly decided to transfer the operational delivery of fixtures, events and functions from the Society to the School’s alumni relations department.

3. In consultation with the Society, the School undertakes to run events and functions that cater to all generations of Old Bloxhamists, maintaining a balance of events and functions that take part at and away from the School. The School also undertakes to maintain a good balance of sporting and non-sporting events and functions. The Society undertakes to actively support the School in organising such events and functions.

4. To enable the School to fund the operational delivery of the alumni relations programme, the subscription is being retained by the School for the pupils leaving the School effective from the summer of 2016 onwards. It is at the School’s discretion to secure additional or future funding either through subscription, adjustment to/incorporation into the School’s fees or absorption into the School’s cost structure. The Society will make no further financial contributions to the costs of running events or functions effective from 31 December 2016.

5. The Society becomes an advisory body.

6. The Society maintains its financial independence to ensure it can continue to function in the unlikely demise of the School:

1. The Society’s funds as of 31 December 2016 are frozen and become the contingency fund or to be used by the Society at its own discretion.
2. The School will make available its meeting facilities free of charge to the Society for any meetings it might need to hold, if these do not interfere with the running of the School’s activities.
3. The School agrees to reimburse any pre-agreed expenses (such as membership fees)

5. The Society’s Committee and the School will meet two times per academic year including:

1. Annual joint planning meeting in the spring to finalise the subsequent academic year’s OB programme. Whilst the School is the ultimate decision maker, this allows for input from all stakeholders.
2. Annual dinner or luncheon hosted by the Headmaster to update the Society’s Committee on the latest developments at the School.

6. The Society will maintain its current governance structure and continues to hold its AGM at All Saints’ Tide.

7. The Society will continue to acquire and sell OB regalia for the time being, but is open to discussing potential future setups where the School might wish to provide OB regalia as part of a wider Bloxham School merchandise selection.

8. The management of the alumni database, which was originally owned, developed and maintained by the Society, was transferred to the School in September 2015. Old Bloxhamists’ personal information including contact details and education continues to be jointly owned by the Society and the School. A separate protocol exists to ensure appropriate and compliant data management. Full ownership of the database will revert to the Society and not a liquidator in the unlikely event of a demise of the School.

9. The School and Society agree to continue to jointly maintain a comprehensive archive related to the School’s history and its activities over time. Should the School cease to operate, the archive will be transferred to the Society in full and not to a liquidator.

10. Terminology

1. Old Bloxhamist – any former pupil of the School, terminology used by both the School and Society.
2. Old Bloxhamist Society – refers to the Society only.
3. Development Office – the Bloxham School department responsible for all alumni relations and development (including fundraising) activities.
4. Alumni Officer – the member of staff within the Development Office with responsibility for Old Bloxhamist events and communications. Reports to Director of Development.
5. Development Director – oversees the work of the Development Office and Alumni Officer. Reports to Headmaster.
6. Resident Secretary – is a Bloxham School member of staff appointed by the Headmaster to act as a liaison for the Society. Reports to the Headmaster. The focus of this role and its retention in the future is at the School’s discretion.

11.   The School will continue to provide the Society with a dedicated/private post box and e-mail address through which OBs can contact the Society directly.

Data Handling Protocol

The following protocol guides use of the alumni database, to meet Old Bloxhamists’ expectations of our processes, and to ensure compliance with Bloxham School’s privacy statement and data protection regulation.

1. The School and Society jointly own aspects of the database – specifically, Old Bloxhamists’ contact and education details.
2. The School controls all other data (including images) contained within the database which might, for example, relate to Old Bloxhamists’ confidential giving history or finances.
3. Bloxham School and the Old Bloxhamist Society take the privacy and security of Old Bloxhamists’ personal data very seriously.
4. Data (including images) is handled in accordance with the school’s privacy statement, which can be read [here](http://www.bloxhamschool.com/old-bloxhamists/privacy-statement.html), and relevant data protection regulation.
5. The only people who see Old Bloxhamists’ data are the School Development Office, alumni relations personnel, the Old Bloxhamist Society volunteers and/or committee members, and/or agents contracted by them.
6. All individuals handling data have a good working understanding of data protection regulation and commit to upholding the responsibilities it places upon them.
7. To ensure security of data, the database is only accessible via Bloxham School owned and maintained devices.
8. Data updates, entries and deletions may only be made by the School Development Office.
9. Copies of the database or excerpts of data held within it may not be created, in electronic, written, photographic or any other form.
10. Confidential records contained within the  archives remain the property of the School and are only accessed by the Resident Secretary and Development Office, where appropriate.
11. Images fall within the scope of GDPR, meaning their use must adhere to our privacy statement. Specifically, images can only be processed from school owned and maintained devices, by individuals who have a good working understanding of data protection regulation and a commit to upholding the responsibilities it places upon them.