

Alumni Privacy Notice

This Privacy Notice has been written to inform alumni of South Craven School about what we do with your personal information when maintaining our relationship with your post-studies, as an alumni of the school.

Who are we?

South Craven School is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

MS SARA WHALLEY, ASSISTANT HEADTEACHER acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01535 632861 or at DPO@southcraven.org

The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
schoolsDPO@veritau.co.uk 01904 554025



Please ensure you include the name of your school in all correspondence

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal and contact information (*name, gender, D.O.B, student number, email address, postal address, telephone/mobile number, your relationship to other alumni, your social media account name*).
- Education information (*course(s), attendance records, your involvement with any sports teams/societies/extracurricular activities*).
- Career information (*data relating to your university course or other destination when you leave school such as apprenticeship, employment; testimonials/case studies*).
- Alumni engagement (*alumni registration, contact preferences, data relating to your attendance of alumni events*).
- Photographs and videos of you, from your time at the school or your attendance at any alumni events.
- The alumni team at South Craven School does not routinely collect your special category data

Why do we collect your personal data?

Any personal data that we process about our alumni is processed in accordance with Article 6 of the UK GDPR. We rely on the following lawful basis when processing your personal data:

UK GDPR Article 6 (1) (a) Consent

- Facilitate alumni events organised by the school.
- Communicate with our alumni community by issuing relevant communications such as e-newsletters, postal letters and use of social media including *Facebook and Twitter*.
- Collect case studies/testimonials to help promote the school to prospective students or share with existing students.
- Provide references for our alumni
- Offer ongoing careers advice to our alumni.

UK GDPR Article 6 (1) (f) Legitimate Interest

- Maintain our relationship with you as an alumni of the school, post-studies.
- Track the destinations of our students (higher education, apprenticeships or employment) and produce reports or returns to relevant government/ public bodies.

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time either by contacting the school or clicking 'unsubscribe' on the correspondence received from us.

Who do we share your personal data with?

Within the school, we will share alumni information with:

- *Senior Leadership Team*
- *Relevant teaching/administrative staff*
- *Careers Team*

Externally, we routinely share alumni information with:

- *Local Government - NYCC*
- *Central Government departments (Department for Education, HMRC)*
- *Regulatory Bodies (OFSTED, Independent Schools Inspectorate)*
- *Educational Bodies (Education Skills Funding Agency, Higher Education Statistics Agency, Institute for Apprenticeships).*

How long do we keep your personal data for?

Ten years.

What rights do you have over your data?

Under the UK GDPR, data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact DPO@southcraven.org

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the UK's data protection regulator). You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
icocasework@ico.org.uk

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.