



# Ribston Hall High School

## Privacy Notice (Alumni)

### Introduction

Respect for the privacy and security of your data is of great importance to Ribston Hall High School.

All personal data is held and processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (the GDPR).

This notice specifically relates to personal data processed by Ribston's Alumni team through the central alumni database. This notice should be read in conjunction with the school's Data Protection Policy and Retention Schedule.

In brief this privacy notice explains:

- The data we hold about you, why we use your data to provide the best experience possible as an alumnus and to keep a permanent record of your time at Ribston Hall High School.
- Your rights regarding the data we hold about you
- How and when your data is shared
- That we may send you content that is interesting or relevant about what is happening at Ribston and how you can help other students – but we will stop contacting you if you ask us to.

### What data do we collect and for what purpose do we use it?

“All personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject.” (Article 5 (1) (a) of the GDPR.)

We collect information you provide, like your name, email address, and postal address when you sign up. We may also collect information about you from your student record via the school’s IMS system.

The data the alumni team process may include:

- Your title, name (including former name), gender and date of birth
- Your year of study
- Your contact information including address, telephone number, email and social media details
- Your business details including positions, organisation, professional memberships and qualifications
- Your career highlights and other lifetime achievements
- Your outside interests and membership of groups
- Information from articles in the media about you
- Events you have been invited to and whether or not you responded or attended
- Your donations of time, expertise or money
- A record of interactions with you
- Information about scholarships, prizes and achievements
- Any other information you have provided us with

## How we use the data we collect about you

We will use your data to help us maintain an engaged alumni community.

We use your contact information to send you information about Ribston, invitations to events, invitations to mentor or support students or other alumni, careers information or courses you may be interested in.

We will only process your personal data to send you this information if we have carried out a legitimate interest assessment, or in other cases gained specific consent from you to do this.

We may also process personal data for the following purposes:

- To register you to attend an event
- To process a gift you have given us
- To process and organise any mentoring, volunteering or speaking activity you have agreed to undertake for us
- To keep a record of communications between you and us

Under the GDPR, we have to meet one of the conditions set out in Article 6 for processing your data. We use the information we collect only in compliance with this privacy notice.

In some cases, we may be obliged to process your data for statutory and contractual purposes.

Communications to you may be sent by post, telephone or electronic means (usually email), depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive. If you provide us with contact details for a particular method of communication we will assume you have given us your consent for us to update your record and communicate with you using this information, unless you have told us otherwise.

## Why we process your data

### Processing justified by legitimate interests

We process your personal data in connection with our own internal reporting and analysis because we believe it is necessary for our legitimate organisational interest as specified in the GDPR in Article 6. By using your data in this way we are creating an alumni network that advances the aims of Ribston High School, increase opportunities for alumni to develop in their careers, in subject knowledge and skills and as contributing members of society.

When we process your information we conduct a **legitimate interest assessment** to ensure that this processing isn't overridden by your rights or interests.

To opt out of this processing, please see our section in **Your rights**.

We also process data in carrying out a task in the public interest and in the exercise of our official authority. We always handle your personal data securely

and minimise its use and your interests are not overridden by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data.

## Updating your data

We will update the data we hold on you from time to time. For example, if you provide us with updated details or change your details.

## Further processing

When you give us your personal information in connection with attending an event, please note that we may also use this information for internal analysis to determine how successful our events have been or how to better target them in future.

We may also use your information to evaluate the success of schemes you have been involved in such as mentoring and ambassadors and to investigate employability opportunities or identify speaking or profile opportunities, amongst others. You can opt out of this processing at any time by contacting the Alumni team.

## Who do we share your information with?

We do not share your information with other parties unless there is a legal or statutory requirement to do so. We will never sell, rent or trade your personal data.

Our alumni database records are held electronically.

## How do we keep your information safe?

We will not sell your personal data to third parties under any circumstances and we do not permit third parties to sell on the data we have shared with them.

The data we hold about you is stored in secure, password protected systems, and can only be accessed by staff with specific permission rights.

As part of our service to you, we facilitate communications between individual alumni, but by doing this we do not release personal contact details without prior permission.

## How long do you keep my information?

We will retain your data until you request us to do otherwise. We remove or delete some information when it is replaced with updated information.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in the future. We may also need to retain some financial records about you for statutory purposes if you have donated money to Ribston Hall High School (anti-fraud and accounting matters).

Our current Retention Policy states how long we will keep your data for. Please refer to our **retention schedule** for timescales.

## Your rights

You have the right to access and be informed what personal data the school holds about you and what it is used for (please refer to the school's data protection policy). You can correct or update your data at any time by contacting the alumni team directly. You can also restrict processing of your data. We may amend this privacy notice from time to time, any significant changes to this notice or to the way we treat your data will be communicated via the school website or by contacting you directly through the most appropriate means.

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns>

We will publish any changes we make to this privacy notice on our website and notify you by other communication channels where appropriate.

## Contact details

Should you wish to contact anyone regarding your personal data or if you have any concerns about the use or processing of your data, please contact:

Data Protection Officer

Gloucestershire County Council

Email: [schoolsdpo@gloucestershire.gov.uk](mailto:schoolsdpo@gloucestershire.gov.uk)

Tel: 01452 583619