

Privacy Notice for Cardinal Newman Catholic School Alumni

This privacy notice describes how we collect and use personal information about you, as you are an alumnus with us, in accordance with the UK General Data Protection Regulation (UK GDPR). Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) has retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR. This privacy notice applies to all alumni.

Who are we?

Holy Cross Catholic MAC is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

You can contact Holy Cross Catholic MAC as the Data Controller in writing at:

Holy Cross Catholic MAC Head Office

C/O St Augustine's Catholic Primary School

Heathcote Street

Coventry

CV6 3BL

Or e-mail admin@hcmac.co.uk

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our alumni.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

What personal information do we process about our alumni?

We process data relating to alumni. Personal data that we may collect, process, hold and share (where appropriate) about you includes, but not restricted to:

- Contact information such as name, address, email address, contact numbers;
- Historical records of your time in school, including records of your achievements and interests, photos, and videos;
- Records of contributions you have made to the school since leaving, such as your time, expertise, or financial contribution;
- Records of how you have engaged with our alumni network, including emails you have opened, events attended, mailing lists you have signed up to and other interactions;
- Records of your consents and contact preferences;

- Information required to manage your attendance at alumni events, including access arrangements and dietary requirements which may include health conditions;
- CCTV footage when attending our school site.

How do we collect your personal information?

We may collect this information from you in a number of different ways. The main data collection will be by our registration form, but we may also collect data through our signing in system, our website(s), and other technical systems such as our computer networks and connections, CCTV and access control systems.

How we use your personal information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice).
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- When you have provided us with consent to process your personal data.

We need all the categories of information in the list above primarily to allow us to perform our contract with you, with your consent and to enable us to comply with legal obligations.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information. A copy of those schedules can be located using the following link: <https://irms.org.uk/page/AcademiesToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, alumni members have the right to request access to information about them that we hold. To make a request for your personal information, contact the School Data Protection Officer.

Our DPO is the School DPO Service and is contactable via schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Office

Warwickshire Legal Services 6

Warwickshire County Council Shire Hall

Market Square

Warwick

CV34 4RL

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed annually