

## Privacy Notice for Alumni – How we use your information

2023/24

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### Who are we?

Myton School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Myton School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z2780731

You can contact the Academy Trust as the Data Controller in writing at: [enquiries@myton.co.uk](mailto:enquiries@myton.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.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### What personal information do we process about alumni?

The alumni information that we collect and hold includes:

- Name
- Date of Birth
- Address
- Telephone Number
- Email address
- Dates you started and left the school
- Details of your current role
- Details of your current employer

### Why do we use personal information?

We use this data to:

- Help us build a community around the school
- Offer enrichment and career development opportunities to current pupils
- Notify you of alumni events you may be interested in
- Keep you up to date with school news

- Help us promote the school
- Obtaining accurate destination information (we have a statutory obligation to hold this information)
- To notify you of arrangements for collecting your qualification certificates once they are issued to us
- To obtain permission to continue to use your image in any school posters or publications
- For requests for past pupils to come in to talk to other Myton students about your career, experiences and life after Myton

### **Use of your personal information for marketing purposes**

Only where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent at any time by contacting [enquiries@myton.co.uk](mailto:enquiries@myton.co.uk)

### **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Most commonly we will process it where we have obtained explicit consent to use it in a certain way, and where we have legitimate interests in processing the data.

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it.

Where we have legitimate interests in processing your data, we will carry out a 'balancing test' to make sure our processing does not infringe your interests, rights and freedoms. We will only use the data in ways that you would reasonably expect.

The legitimate interests we have are:

- Analysing the composition of our alumni group to help us decide what events or activities to run
- Obtaining accurate destination information (we have a statutory obligation to hold this information)

In addition, we may process your personal data in order to comply with our legal obligations, such as our accounting and reporting requirements, and complying with our duties under equality legislation.

### **Who might we share your information with?**

We do not share information about our alumni unless the law and our policies allow us to do so.

### **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 (as set out above).

### **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.

### **Transferring data internationally**

Where we transfer personal data to a country outside of the UK, we will do so with the appropriate safeguards in place in accordance with data protection law.

**What are your rights with respect of your personal information?**

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure you specify which school your request relates to.**

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; and
- 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 September 2024