



BRIGSHAW
LEARNING PARTNERSHIP

Privacy Notice - Alumni

Monitoring and Review of this Document:

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



The Brigshaw Learning Partnership is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 10301662, whose registered office is at The Brigshaw Learning Partnership, Brigshaw High School, Allerton Bywater, Castleford WF10 2HR

Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



Document Controls

Policy Document:	Privacy Notice - Alumni
Legislation/Category: Academy Schools	Legally required
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Privacy Notice Introduction

This privacy notice has been written to inform alumni of The Brigshaw Learning Partnership (The Trust) about how and why we process your personal data when maintaining our relationship with you post-studies.

This privacy notice explains how we collect, store and use personal data about individuals. We, The Brigshaw Learning Partnership are the 'data controller' for the purposes of data protection law.

Who Are We?

The Trust is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The Trust has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or trust-office@brigshawtrust.com

Veritau's contact details are:

Schools Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsDPO@veritau.co.uk // 01904 554025



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



What personal information do we collect?

The personal data we collect about you includes:

- Personal and contact information (name, gender, D.O.B, student number, email address, postal address, phone number; your relationship to other alumni; your social media account name).
- Education information (course(s) attended, attendance records, disciplinary and attainment records, awards; your involvement with any sports teams, societies or extracurricular activities).
- Career information (data relating to your university course or other destination when you left school, such as an apprenticeship or employment; testimonials or 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.
- Photographs and videos of you from your attendance at any alumni events, including CCTV footage.
- Financial information, including your donor status and any donations that you make to the school.

Why do we collect your personal information?

We process your information for the purposes outlined below:

- To facilitate alumni events organised by the school.
- To communicate and maintain a relationship with our alumni community.
- To collect testimonials or case studies to help promote the school.
- To provide references about you, at your request.
- To raise funding through donations.



What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind about our use of your personal data, please let us know by contacting trust-office@brigshawtrust.com

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Who do we obtain your information from?

We normally receive this information directly from you.

Who do we share your personal data with?

We may share your information with the following organisations:

- Local Authority
- Department for Education (DfE)
- Charity Commission
- HMRC
- Companies or organisations acting on our behalf
- Our suppliers and IT applications, where necessary.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.



Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, individuals 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 a copy of the personal data we hold about you.
- 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 our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their [live chat](#). Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).



Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call: 0303 123 1113
- Or write to:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

You may also wish to refer to our whistleblowing policy, copies of this can also be found in the google drive.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO):

- DPO@brigshawtrust.com

The DPO role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. If you feel your school's data procedures are not fully compliant in any way, please contact the DPO to discuss the matter.

Privacy Policy Changes

Although most changes are likely to be minor, the Brigshaw Learning Partnership may change its Privacy Policy from time to time, and in the Brigshaw Learning Partnership's sole discretion.

Brigshaw Learning Partnership (BLP)

Brigshaw Learning Partnership is the data controller for your school.

The BLP can be contacted at:

Brigshaw High School, Brigshaw Lane, Allerton Bywater, Castleford WF10 2HR

Tel: 0113 2878900