



Privacy Notice (How we use information about Alumni)

The Earls High School collects and processes personal data relating to Alumni who are engaged with us. The Earls High School is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why The Earls High school collects and processes a range of information about you. If you are a supporter of the school, we will hold the personal data provided by you during your interaction with us.

What personal data will be processed:

If you studied at The Earls High School, we process biographical, contact, and education details collected by the School during your time as a student.

If you are a supporter of the School, the data we process is that which you provide for example, if you sign up to newsletters, registration form, register for an event.

We may also collect and hold personal information derived from publicly available sources (either directly or through internet search functions). These public sources may include LinkedIn, Twitter, Companies House and other business-related resources including company websites, The Queen's Honours lists, Royal Mail National Change of Address service, reliable news and press reports, and rich lists.

Examples of categories of personal data which we may hold are:

- Biographical/ contact details – for example, your name, postal/ email address and telephone number, date of birth, gender, nationality, marital status, and student number;
- Education details – for example, the courses you completed and dates of study;
- Professional details – for example, employer, occupation and work address;
- Any preferences provided by you for a specific purpose such as access requirements or other adjustments and dietary preferences for event management purposes and your communication preferences;
- Photographs – including those we have taken (for example, at events or to accompany a published interview) and those which are in the public domain.

What is the purpose of processing?

The majority of the personal data that we hold is the information that was provided to School by you, or information which is in the public domain. We only process data for specified purposes and if it is justified in accordance with data protection law.

In general terms, we process your personal data to improve your experience and engagement with the school as a supporter and/or member of our alumni community.

We also process personal data for the following purposes:

- To generate philanthropic support (for example, volunteering) for School charitable projects. More specifically, these activities may include:
 - helping you keep in touch with other alumni and/or School supporters by inviting you to alumni reunions and school events;
 - asking you if you would like to support the School (for example, by contributing to surveys, volunteering, or acting as a mentor);
 - thanking you for any gifts of time that help the School's causes;
- To publish photographs and videos relating to our activities and events. We will inform you about such processing at the time when the data is obtained or as soon as reasonably possible thereafter.
- To compile anonymised statistics for ranking/league tables in which the School participates.

What is the legal basis for processing?

We consider the processing of your personal data for these purposes to be necessary:

- For the pursuit of the School's legitimate interests in support of the School's charitable mission and maintaining a strong relationship with our alumni and supporters;
- For the performance of tasks carried out in the public interest or in the exercise of our official authority, for example the completion of Destinations of Leavers survey;

In some circumstances (for example, if you are not an alumnus of the School, or if, because of a disability, we need to make reasonable adjustments for you at an event we are organising), we will need your consent to process your personal data. In these cases, we will seek your consent which, if given, you will be able to withdraw at any time.

Who will your personal data be shared with?

Within the School, your data is shared with only those school staff who need access for the purpose of delivering our alumni and supporter activities. Your personal data is held securely on the School's database, which is restricted to nominated School employees.

Your personal data is shared as is necessary, on a considered and confidential basis, with current students of the school for the purpose of awards and other celebration evenings.

We ensure we have appropriate data sharing and/or processing agreements in place before sharing your personal data with any other data controllers.

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

How long is your data kept?

We will retain most of your data indefinitely in support of your lifelong relationship with the School, or until there is no longer a legal basis for holding it, or you object to the use of your data for direct marketing purposes.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

You also have the right to:

- ask us for access to information about you that we hold;
- have your personal data rectified, if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

The Trust, in line with statutory guidance, will respond to Subject Access Requests within one calendar month. However, if the request is received during the school holiday, please be

advised that the Trust will treat this as receipt of the request on the first day back at school and will respond within one calendar month.

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

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Headteacher via the school office.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in June 2024.

Further information

If you would like to discuss anything in this privacy notice, please contact:

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