

# Privacy Notice for Alumni

You have a legal right to be informed about how our Trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about alumni of the academies in our Trust.

We, The Challenge Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted as shown in the 'Contact us' section below.

The categories of pupil information that we collect, hold and share include:

- Name
- Contact details
- Details about your time at the Trust, including records of your achievements and interests
- Records of contributions you have made to the Trust since leaving, such as your time, expertise or money
- 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 any other interactions
- Bank details and other financial information, if you make any payments to the school
- Records associated with Gift Aid claims on donations
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We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Photographs of your time at the Trust
- Information required to manage your attendance at alumni events, including access arrangements and dietary requirements

We may also hold data about you that we have received from other organisations, including other schools/academies.

## Why we collect and use this information

We use this data to:

- Help us build a community around the school
- Offer enrichment and career development opportunities to current pupils
- Raise extra money so that we can continue to improve the experience pupils get from the school
- Notify you of alumni events you may be interested in
- Keep you up to date with school news
- Help us promote the school
- Keep you safe and comfortable while attending alumni events

- Tailor the communications we send to you, to ensure they are appropriate and relevant

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

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 or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

## **The legal basis on which we use this information**

We collect and use information under Article 6 (1)(b) and (1)(c) of the UK data protection law :

- 6(1)(b) Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- 6(1)(c) Processing is necessary for compliance with a legal obligation
- 6(1)(d) Processing is necessary to protect the vital interests of a data subject or another person
- 6(1)(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We collect and use sensitive pupil information under Article 9 (2) (b) of the UK data protection law

- 9(2)(b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- 9(2)(c) Processing is necessary to protect the vital interest of a data subject or another individual
- 9(2)(e) Processing relates to personal data manifestly made public by the data subject
- 9(2)(f) processing is necessary for establishment, exercise or defence of legal claims

We may also process data in situations where:

- We have obtained consent to use it in a certain way

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

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Adapt the list below to reflect the sources of any data you've obtained from anyone other than the alumni.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

## **Storing this data**

We hold pupil data securely for the set amount of time shown in our data retention schedule which sets out how long we keep information about pupils and adult learners and this can be found on our website [www.tcat.uk.com](http://www.tcat.uk.com).

## **Who we share information with**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority, [name of local authority] – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, Ofsted,
- Suppliers and service providers:
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals

## Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the relevant academy's school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

If you have a concern about the way we are collecting or using your personal data, we request 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 the Department for Education (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 Dawn Golden Compliance and Information Manager on [admin@tcat.uk.com](mailto:admin@tcat.uk.com)

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 Dawn Golden Compliance and Information Manager.

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

## **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 on 12<sup>th</sup> October 2023.

## **Contact**

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

Dawn Golden Compliance and Information Manager on [admin@tcat.uk.com](mailto:admin@tcat.uk.com) at The Challenge Academy Trust, c/o Bridgewater High School, Broomfields Rd, Appleton, Warrington, WA4 3AE.