



<b>Adopted:</b>	November 2020
<b>Next review:</b>	November 2022
<b>Approved by:</b>	NSAT Executive
<b>Responsibility of:</b>	Director of Data & Compliance

## Privacy Notice – Alumni

This privacy notice has been written to inform pupils and former pupils of how and why your school, part of Northern Star Academies Trust, processes your personal data in relation to the relevant school Alumni group.

### Who are we?

Northern Star Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes and the manner in which your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL



[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526

**\*Please ensure you include the name of the Trust or School in all correspondence with the DPO.**

### What information do we collect?

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

- Personal information (such as name, email address, course, year of study)
- Destination data (data relating to your university course or other destination when you leave school, where you have studied, your specialism, your occupation)
- Photographs and images of your time at the school and any Alumni events you may attend after you have left school
- Financial information relating to any donations that you make to the school

### Why do we collect your personal data?

We use the information we collect to:

- Track pupil destinations (for monitoring success);
- Create an alumni community; keeping you up to date with news relating to the school
- Support lifelong learning and offer opportunities for involvement with the current school community
- Offer enrichment and career development opportunities to pupils by establishing employer relationships
- Raise extra money so that we can continue to improve the experience pupils have from the school
- Tailor communications we send to you to ensure that they are relevant and appropriate
- To track your attendance at Alumni events or school events you may be invited to

- Writing case studies on the success of former pupils for use with the current school community and promotional purposes;
- Help us to promote the school

Our lawful basis for processing your personal data is Article 6(a) (consent).

Where we are processing your personal data with your consent you have the right to withdraw that consent at any time. If you change your mind, or are unhappy with our use of your personal data, please contact the School Specific Point of Contact for Data Protection.

### **Why are we using your personal information for marketing purposes?**

Where you have given us consent to do so, your school and/or Northern Star Academies Trust may send you marketing information by email for promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent at any time by contacting the school specific point of contact for data protection.

### **Who do we obtain your information from?**

Most of the information which we will use for the purposes of alumni will be collected with your explicit consent when we let you know about the Alumni group and data which will be retained after you leave school.

### **Who has access to your personal data?**

Your information will only be made available to Trust and School employees where there is a need to view the data for their role.

### **Who do we share your personal data with?**

We do not share information about Alumni with any third party without your consent, or publish any information publicly without your consent, unless the law allows us to do so.

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

- Our local authority – to meet our legal obligations to share certain information, such as where the alumni information is relevant to a safeguarding concern
- The Department for Education
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government, e.g., HMRC – to meet our accounting and reporting obligations relating to donations received
- Our auditors
- Police forces, courts, tribunals

### **How long do we keep your personal data for?**

We will keep your data in line with our Information Policy. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs. For Alumni purposes this will be kept as long as you choose to be involved with the Alumni group in the school or where the law specifies this as a requirement.

### **Do you transfer my data outside of the UK?**

The Alumni database is stored securely on our internal servers and is not transferred outside of the UK.

### **What rights do you have over your data?**

Under GDPR parents and pupils 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 access to your personal data that we hold, and be provided with a copy of it
- 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 on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.org.uk](mailto:casework@ico.org.uk) // 0303 123 1113