

## Privacy Notice - Alumni Students

Approved by: Board of Trustees

Date of Approval: March 2025

Date of Review: March 2028

# Privacy Notice for Alumni students

Under Data Protection Law, individuals have a right to be informed about how The Duston School, Berrywood Road, Duston, Northampton, NN5 6XA. (01604) 460004, uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about alumni individuals.

We, The Duston School are the 'Data Controller' for the purposes of Data Protection Law.

Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

## **The personal data we hold:**

We process data relating to those applying to work at, The Duston School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, title, date of birth
- Contact details (addresses, email addresses, phone numbers)
- Education information
- Information about your time at the school
- Your employment history
- Records of your engagement with our communications
- Records of communication received by the school from you
- Media articles
- Images
- Your preferences concerning how we contact you and for which purposes.

## **Why we use this data:**

We communicate with you and process your information in order to:

- Share school publications and news to keep you up-to-date
- Facilitate academic, social and networking events and reunions
- Fundraise for activities at the school
- Facilitate business development, engagement and networking opportunities
- Conduct surveys to improve school and alumni services
- Promote volunteering opportunities, such as mentoring students and giving talks to students
- Collect case studies and quotes for marketing publications in order to inspire students and alumni

**Our lawful basis for using this data:**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation.
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else's interests).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

**Our basis for using Special Category data:**

For 'Special Category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Data Protection Law:

- We have obtained explicit consent to use the special category personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.

- The data concerned has already been made manifestly public by the data subject.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

### **Collecting this information:**

While most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

### **Data sharing:**

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

### **Transferring data internationally:**

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

### **Your rights**

We will always respect a request to stop contacting you by any or all methods of communication or for any specific purpose listed above. You can request this by emailing ..... at any time

### **Your other rights regarding your data:**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Andy Clarke ([aclarke@thedustonschool.org](mailto:aclarke@thedustonschool.org)).

## 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 Andy Clarke ([aclarke@thedustonschool.org](mailto:aclarke@thedustonschool.org)).

You can also contact our Data Protection Officer:

The ICT Service

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

Tel: 0300 300 0000 option 1

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambridgeshire, PE27 5JL

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

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Andy Clarke ([aclarke@thedustonschool.org](mailto:aclarke@thedustonschool.org)).