

# **Sedgefield Community College – Alumni Privacy Policy**

## **Introduction**

The General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 came into force on 25 May 2018. They are new data protection laws designed to keep people's personal information safe.

Sedgefield Community College is the data controller of the personal information you provide. This means the school determines how and why we collect and use your personal data. We may hold your personal information on paper, electronically or otherwise.

Under the new law, we must tell you:

- What information we collect.
- Why we collect it.
- Who we share it with.
- How long we keep it for.
- What your rights are.
- Who to contact if you need more information or have concerns.

This privacy policy applies to anybody who signs up to Sedgefield Community College's alumni network using the online form on the school's website.

## **What information is collected from you?**

We collect the information you provide on the alumni registration form on the school website as follows:

- Current name
- Name whilst you were attending Sedgefield Community College
- Year you left Sedgefield Community College
- Email address
- Brief details of what you have done since leaving Sedgefield Community College (optional)

We may subsequently collect further information that you provide to a member of staff at Sedgefield Community College, either in person, by telephone or by email, if you give us permission to store this data.

We will additionally keep records of contact that we have had with you and any contributions you have made to the school, for example, attendance at a school event.

## **Why do we collect this information?**

We collect this information to build links with former students. Former students may be asked to contribute to the school's careers programme in some capacity; personal information will only be used with the explicit consent of the former student. We may use your details to keep you updated

about developments within the school and upcoming events. We may contact you intermittently to ask you to update your information.

### **Where will we store your personal information?**

Your information will be stored on a secure database, which is password protected and only accessed by members of staff at Sedgefield Community College.

### **Who do we share this information with?**

We will not share your personal information with a third party without your consent. Sedgefield Community College is part of The Laidlaw Schools Trust. It is possible that we will ask you whether you would be happy for your details to be shared with the other schools in the multi-academy trust, but this will always be with your explicit consent.

### **How long will we keep your personal information?**

Your status as a member of Sedgefield Community College's alumni is lifelong and we will therefore keep your personal information indefinitely. We will destroy your information if our alumni network ceases to exist. You can contact us at any time to have your personal information removed from our system.

### **How can I access my personal information?**

You can request a copy of your personal information at any time by writing to us by email at [school@sedgefield.cc](mailto:school@sedgefield.cc) and marking the email for the attention of Aimee King.

### **What are your rights?**

The GDPR provides the following rights for individuals:

- the right to ask us to correct any inaccurate personal information we hold about you.
- the right to delete personal information.
- the right to restrict our processing of your personal information.
- the right to object to our processing of your personal information.
- the right to receive an electronic copy of the personal information you provided to us.

### **Who should you contact if you need more information or have concerns?**

If you have any questions or concerns relating to how we collect and use your information, please contact Aimee King, Assistant Headteacher, in the first instance.

If you are unhappy with the response, you can contact The Laidlaw Schools Trust Data Protection Officer:  
Shaun Dillon

Head Office,  
Laidlaw Schools Trust,  
Suite 2, Floor 3  
St Nicholas Building,  
St Nicholas Street  
Newcastle Upon Tyne  
NE1 1 RF  
0191 662 2400  
[info@laidlaw-school-trust.com](mailto:info@laidlaw-school-trust.com)

You have the right to lodge a complaint with a supervisory authority. Please contact:  
Information Commissioner's Office  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

**Changes to this policy**

We reserve the right to update this privacy notice at any time and will replace the version of this policy that is available on our website accordingly.