Privacy Notice for Alumni Information

1. Introduction

Ysgol Bryn Alyn is committed to protecting the rights and freedoms of individuals as detailed in relevant Data Protection legislation including looking after any personal data that it collects, uses or holds. This Data Processing and Privacy Notice describes how and why we collect and use personal information about you. It is issued under your right to be informed about how the University collects uses and stores your personal data.

This notice explains how Ysgol Bryn Alyn will collect and use your personal data for development and alumni relations activities.

##  2. Data Protection Principles

We will comply with data protection legislation, which says that the personal information we hold about you must be:

* Used lawfully, fairly and in a transparent way
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
* Relevant to the purposes we have told you about and limited only to those purposes
* Accurate and kept up to date
* Kept only as long as necessary for the purposes we have told you about
* Kept securely

## 3. What Personal Data does Ysgol Bryn Alyn?

Your personal data is collected from the following sources:

* Data originates from the school’s student databases, and used when students conclude their programmes of study.
* You – you provide data when you enquire about alumni events, register to join the YBA alumni community.
* Third parties – the University obtains data from the public domain and from organisations to aid the pursuit of its purposes. This enables us to contact you in the event that you change your address or phone number, or didn’t provide it to us. We may also use this information to gain a better understanding of our supporters to improve our events, and alumni benefits and services. The information we get from other organisations may depend on your privacy settings or the responses you give them, so you should regularly check them.

## 4. The personal data that is processed

The data processed may include:

* Your name, title, gender and the year you left Ysgol Bryn Alyn;
* Contact details (email addresses);
* Education/working history from your time at Ysgol Bryn Alyn
* Employment details, professional activities, career biographies;
* Education and qualifications.
* Your positive memory from your time at Ysgol Bryn Alyn;
* What you wish you knew at Ysgol Bryn Alyn that you know now;
* Communication preferences;
* Photographs, video or any other digital image either supplied by you for an alumni profile or taken during a ceremony or alumni event or other school events.

## 5. Why does the Ysgol Bryn Alyn need this data and how will they use this data?

Keeping you informed of opportunities for you to continue to be involved in the life and activities of the school.

Personal data may also be processed for the following purposes:

* Keeping you informed of opportunities for you to continue to be involved in the life and activities of the school;
* Administration and provision of alumni services and activities;
* Fundraising in support of the school’s objectives;
* Volunteering in support of the school’s objectives;

## 6. What is the Legal Basis for processing the data?

Ysgol Bryn Alyn rely on several different legal bases depending on the processing being performed:

* Consent – processing will sometimes be carried out in accordance with your consent;
* Performance of a contract – bookings for events and other related matters;
* Legal obligation – providing data to statutory and regulatory agencies;
* Public interest – furthering the charitable objectives of the school delivers a public and societal benefit;
* Legitimate interests – a vibrant and engaged alumni community supports and enhances the teaching and research of the school, having taken account of the privacy rights and freedoms of alumni and supporters.

## 7. For how long will the Ysgol Bryn Alyn keep this Data?

Ysgol Bryn Alyn will look to retain your personal data for as long as there is lawful reason to do so unless you request that it be removed from the records. Whenever you are contacted you will be reminded of your right to request us to delete your personal data. You may ask at any time for us to delete your personal data by contacting **mailbox@ysgolbrynalyn.wrexham.sch.uk.** Where this happens, a record of the request and basic details will be retained in order to ensure that your data is not added to the database in future.

##  8. How will the Ysgol Bryn Alyn keep this data secure?

Your personal data is held on the school database. Arrangements are in place to ensure that your data remains secure. Access to the data is strictly controlled. Staff processing the data receive relevant training on data protection and information security.

From time to time, the school may commission agents of a third party to enhance the systems storing your personal data. Where this occurs, they will act strictly in accordance with the instructions given by the school, scheduled within a data sharing agreement, so that your personal data remains secure.

9. Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

## 10. What Rights do you have as a Data Subject?

As a data subject of the school, under the Data Protection legislation, you have a number of rights with regards to your data, dependent upon the legal basis for processing that data. As such you have the right to…

* Withdraw consent - where the school has used consent as the legal basis for processing;
* Be informed – about how the school, collects and uses your data;
* Access your personal data that the school holds and process;
* Rectify or correct any inaccuracies in your personal data that we hold;
* Be forgotten by requesting that your details are removed from the school systems;
* Restrict the processing of your data whilst it is being verified or corrected;
* Port your data in a machine readable and commonly used format;
* Object to certain processing by the school including direct marketing, automated decision making, profiling, scientific/historical research and statistics;

The above rights are not absolute and may only apply in some circumstances such as being dependent upon which lawful process has been used or whether an exemption may apply.

## 11. How to raise questions, comments, concerns, or complaints.

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

## The School Data Protection Lead - Miss E. Williams (01978) 720700