



EMMANUEL SCHOOLS FOUNDATION

PRIVACY NOTICE - ALUMNI

Data Controller: Emmanuel Schools Foundation, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Data Protection Officer: Christine Taylor, ESF, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Emmanuel Schools Foundation (the “Foundation”) collects and processes personal data relating to individuals who are alumni of the Foundation. The Foundation is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

WHAT INFORMATION DOES THE FOUNDATION COLLECT?

The Foundation collects and processes a range of information about you this includes:

- Your name and contact details including email and telephone number;
- Details of your current employer and role within the company;
- Photographs and CCTV images captured in our schools;
- Information about where you went to university

The Foundation will collect this information directly from you and not a third party.

Data will be stored in a range of different places including in the Foundation’s file management system and in other IT systems (including the Foundation’s email system and alumni database).

WHY DOES THE FOUNDATION PROCESS PERSONNEL DATA?

The Foundation has a legal right and legitimate interest to collect and process personal data relating to alumni. We process personal data in order to meet the safeguarding requirements set out in our school Safeguarding Policies and Keeping Children Safe in Education. The Foundation uses the data listed above to:

- Establish and maintain effective links with our alumni to shape the experience of current and future students of the Foundation.
- Identify you and keep you safe while on the school site.
- Offer opportunities for you build networks and continue to be part of the Emmanuel Schools Foundation.

Where the Foundation processes personal data captured from CCTV this is for the purposes of safeguarding; for the prevention and detection of crime, and to prevent and detect unlawful acts such as harassment.

WHO HAS ACCESS TO DATA?

Your information may be shared internally, including with members of the school leadership, and IT and administrative staff all of whom have access to your data which is necessary for the performance of their roles.

The Foundation will not share your data with third parties without your permission.

The Foundation will not transfer your data to countries outside the European Economic Area.



HOW DOES THE FOUNDATION PROTECT DATA?

The Foundation takes the security of your data seriously. The Foundation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by its employees in the proper performance of their duties.

For example, the alumni database is only accessible to authorised personnel and access is password protected; CCTV images may only be accessed by authorised persons in specified circumstances. IT systems are only accessible by authorised personnel and require a network username and password.

FOR HOW LONG DOES THE FOUNDATION KEEP DATA?

The Foundation will retain personal data securely and as long as it is necessary to keep it, and in line with the Foundation's Records Management and Retention Policy and Schedule., which can be obtained from the Human Resources department.

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

YOUR RIGHTS

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the Foundation to change incorrect or incomplete data;
- Require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of the processing; and
- Object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection Officer ctaylor@esf-mail.org.uk

If you believe the Foundation has not complied with your data protection rights, you may write to the Information Commissioner.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

Failing to provide the data will mean that the Foundation is unable to progress your application and may mean that you cannot participate in alumni events in our schools.

If you do not provide other information when requested to do so, this will hinder the Foundation's ability to administer the rights and obligations arising as a result of the relationship efficiently.

AUTOMATED DECISION MAKING

Alumni decisions are not based solely on automated decision making.



EMMANUEL SCHOOLS
FOUNDATION

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Christine Taylor at ctaylor@esf-mail.org.uk

Should you require any further information the GDPR principles and an explanation of your rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/principles/>