



Wychwood School

Privacy Notice: Wychwood School Alumnae

Wychwood School alumnae are all those who have been educated at Wychwood School.

The Data Protection Act 1998 and GDPR 2018: How we use your information:

We process personal data relating to those we have educated at our school. This is to maintain contact with the wider Wychwood community. The categories of alumnae information that we collect, hold and share include:

- Personal information (such as name and address)
- Employment information for the purposes of networking and providing work experience

Routine contact with alumnae will be by email which will only be used as a method of contact if the individual alumna gives consent to be contacted.

Why we collect and use this information:

Data will be processed for the purposes of allowing you to make the best of your colleagues and peers from Wychwood School. The school will therefore have what is called a “legitimate interest” for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires. This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

We use the alumnae data:

- to support current pupils
- to facilitate networking
- to comply with the law regarding data sharing
- to write references
- for fundraising

The lawful basis on which we use this information:

We collect and use pupil information under Article 6 of the GDPR because the School has a legitimate interest in doing so. We collect and use special information under Article 9 of the GDPR because you have given consent for us to do so.

Collecting alumnae information:

Should you give consent, data will be processed for the purposes of maintaining an accurate record of those who were educated at Wychwood School. The school will process only the minimum personal data to achieve this purpose. We will obtain the data the school requires from you, and should we need data from other sources we will contact you first. There is no automated decision making or profiling involved handling this data

Storing pupil data:

We keep alumnae data as described in our Data Requesting, Storage, Retention and Disposal Policy. The retention period for alumnae data will be unlimited as long as the school believes it has a relationship to serve with the alumna.

Who we share alumnae information with:

The school will not share your data with any companies associated with the school except Home Grown Media who manage the Wychwood Association database. It is not necessary for data to be shared with other countries.

Why we share alumnae information:

We do not share information about our alumnae with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data:

Under data protection legislation, alumnae have the right to request access to information about them that we hold. To make a request for your personal information, please contact the Head.

Rights under GDPR:

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations.

Concerns:

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

You can complain at any time about how the school has handled your data. The Information Commissioner Office's (ICO) helpline is 0303 123 1113.

Contact:

If you would like to discuss anything in this privacy notice, please contact: the Head on a.johnson@wychwoodschool.org