

PRIVACY NOTICE – THE STRATFORD UPON AVON OLD EDWARDIANS

Your privacy is important to us and we want to keep your personal information safe. This privacy notice tells you how we do that and explains how we collect, store and use personal information about former students ('Old Edwardians') of King Edward VI School (the 'School'), their parents, other family members (where given) and carers.

The School remains the data owner for all Old Edwardians' personal information and the Data Protection Lead is Mr Michael Hawley (see 'Contact us' below).

The personal information we hold

We process information relating to Old Edwardians of the School plus their parents, family members and carers. Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name.
- Contact details (address, email and telephone number(s)).

Why we use this information

The purpose of processing this information is to:

- send information to Old Edwardians and find out how Old Edwardians are progressing after leaving the School;
- provide a means by which Old Edwardians may stay in touch with each other;
- keep Old Edwardians aware of developments at the School; and
- make Old Edwardians aware of forthcoming events at the School.

The lawful basis on which we use this information

The main reason that the School processes personal information is to enable it to maintain contact with Old Edwardians and their families as a legitimate and continuing interest.

In addition, the School may also process personal information if at least one of the following applies:

- There is explicit consent;
- In order to protect the vital interests of the individual;
- To comply with the School's legal obligations in the field of employment and social security and social protection law;
- For the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- For reasons of public interest in the area of public health; or
- For reasons of substantial public interest, based on law, which is proportionate to the circumstances, and which contains appropriate safeguards.

Where you have provided us with consent to use your data, you may withdraw this consent at any time.

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

Collecting this information

We normally collect information from you directly, e.g. via a form or in correspondence with you during your time as a student. The majority of your information we process from you is voluntarily requested and you have a choice whether we retain this information or not.

How we store this data

We keep personal information about you indefinitely after you leave the School, held on the Toucan Tech database for The Stratford upon Avon Old Edwardians, our alumni body.

How long we retain this data

The School will keep your personal information for as long as it is necessary. When we do not have a lawful reason to hold it, we will delete or destroy your personal information securely. Our Data Protection Policy (available on the School's website) sets out how long we store your information. As you have voluntarily provided this information, you may ask for it, or elements of it, to be deleted at any time.

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.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those individuals who have a need to know it. They will only use your personal information on our instructions and they will be required to treat it as confidential.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your rights

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

- make a 'subject access request' to gain access to personal information that the School holds about you;
- request that your personal information is transmitted electronically to another organisation in certain circumstances;
- object to the use of your personal information if it would cause, or is causing, damage or distress
- prevent your information being used to send direct marketing;
- object to the use of your personal information 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; and
- claim compensation for damages caused by a breach of applicable data protection law.

Where you have given us your consent to process your personal information for a particular purpose, you can withdraw or amend this consent at any time.

To exercise any of these rights, please contact the School's Data Protection Lead (see 'Contact us' below).

Changes to this Privacy Notice

We may update this Privacy Notice at any time and we will publish the updated notice on our website. We may also let you know in other ways about how we use your personal information.

Complaints

If you are unhappy with how we are processing your personal information, you can make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, although the ICO recommends that you take steps to resolve the matter with the School before involving them.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the School's Data Protection Lead:

By post: Mr Michael Hawley, King Edward VI School, Chapel Lane, Stratford-upon-Avon, CV37 6BE

By phone: 01789 203108

By email: mdh@kes.net