

This Privacy Notice has been written to inform alumni of any educational establishment within Tees Valley Collaborative Trust about what we do with your personal information when maintaining our relationship with you post-studies, as an alumni of the school/college.

Who are we?

Tees Valley Collaborative Trust is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01904 554025



Please ensure you include the name of your school/college in all correspondence

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal and contact information (*name, gender, D.O.B, student number, email address, postal address, telephone/mobile number*).
- Education information (*course(s), attendance records, disciplinary/attainment records, award records, your involvement with any sports teams/societies/extracurricular activities*).
- Career information (*data relating to your university course or other destination when you leave school such as apprenticeship, employment; testimonials/case studies*).
- Alumni engagement (*contact preferences*)
- Photographs and videos of you, from your time at the school/college or your attendance at any alumni events.

The alumni team at Tees Valley Collaborative Trust does not routinely collect your special category data.

Why do we collect your personal data?

We use the information we collect to:

- Maintain our relationship with you as an alumni of the school/college, post-studies.
- Track the destinations of our pupils/students (higher education, apprenticeships or employment) and produce reports or returns to relevant government/ public bodies.
- Offer ongoing careers advice to our alumni.
- Collect case studies/testimonials to help promote the school/college to prospective students or share with existing pupils/students.
- Facilitate alumni events organised by the school/college.
- Communicate with our alumni community by issuing relevant communications such as e-newsletters or postal letters.

Any personal data that we process about our alumni is processed in accordance with Article 6 of the UK GDPR. We rely on the following lawful basis when processing your personal data:

UK GDPR Article 6 (1) (f) Legitimate Interest

UK GDPR Article 6 (1) (c) Legal Obligation

Where we are processing your personal data under the legitimate interest basis, we provide you with the option to object at any time either by contacting the school/college

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from but not restricted to:

- UCAS
- Local Authority Agencies
- Schools previously attended

Who do we share your personal data with?

Within the school/college, we will share alumni information with:

- *Senior Leadership Team*
- *Relevant teaching/administrative staff*
- *Careers Team*

Externally, we routinely share alumni information with:

- *Local Government:*
 - *Tees Valley Combined Authority*
 - *Redcar and Cleveland Council*
 - *Stockton Borough Council*
 - *Middlesbrough Council*
- *Central Government departments (e.g. Department for Education, HMRC)*
- *Regulatory Bodies (OFSTED, Independent Schools Inspectorate)*
- *Educational Bodies (Education Skills Funding Agency, Higher Education Statistics Agency, Institute for Apprenticeships).*
- *Examining bodies*
- *Other public authorities such as the Police (only in certain circumstances, where required by law).*

How long do we keep your personal data for?

All data covered in this policy is kept in perpetuity for the reasons as stated.

What rights do you have over your data?

Under the UK GDPR, data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the UK's data protection regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
icocasework@ico.org.uk /0303 123 1113

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

Date of Approval/Revision	March 2022
Review interval (years)	3
Responsible Officer	DoR
Approval/review body (ies)	Trust Executive/SLT
Date of next review	March 2025
Public File location	SharePoint/Policies