



Alumni Policy and Privacy Notice

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DATA PROTECTION FOR ALUMNI

Summary

What is this document about?

This Statement explains to alumni how the personal data, including special category data, collected from them by UCC, may be used, including some examples of how such data is processed.

Who is this for?

The statement is of primary interest to all UCC alumni whose data is processed by UCC and will be of general interest to the wider public.

How we collect this data

On a Microsoft form on the UCC website

What data do we process?

We will store the following information that you supply us with:

- Personal identifiers and contacts such as your name, address, contact details, date of birth.
- Details of your career path and employment
- Details about your time at the school, including records of your achievements and interests, where supplied by you
- Photographs of your time at the school, where supplied by you or others
- Bank details and other financial information, if you make any payments to the school
- Records associated with Gift Aid claims on donations
- Information required to manage your attendance at alumni events, including access arrangements and dietary requirements (which could amount to 'special category' personal data, which is more sensitive)
- Records of contributions you have made to the school since joining the Alumni, such as your time, expertise or money
- Records of how you have engaged with our alumni network, including emails you have opened, events attended, mailing lists you have signed up to and any other interactions

We use this data to:

- Help us build a community around the school
- Offer enrichment and career development opportunities to current pupils
- Raise extra money so that we can continue to improve the experience pupils get from the school
- Notify you of alumni events you may be interested in
- Keep you up to date with school news
- Help us promote the school
- Tailor the communications we send to you, to ensure they are appropriate and relevant

Disclosure of your personal data to third parties

We will only disclose your personal data:

- Where you give written consent for the disclosure.
- If required by the police or other agencies investigating a criminal offence.
- Central and local government & Agencies, e.g. HMRC – to meet our accounting and reporting obligations relating to donations received
- Our auditors

It is not possible to list every purpose for which your data will be used, but this will only ever be in relation to UCC business, for example sending out emails containing requests for support for UCC and also newsletters for Alumni.

How long will we keep your personal data?

Your alumni record will be retained indefinitely in line with our record retention policy, but we will check with you on a regular basis to ensure your information is kept up to date and you may tell us to remove your details from the Alumni database at any time. We will dispose of your personal data securely when we no longer need it.

Your responsibilities as a data subject

We need you to tell us if any of your details change so that we can keep your records up to date.

Who is processing your personal data

UCC processes your personal data for the purposes listed above. UCC processes your personal data and, where relevant, your special category data, to enable us to keep in contact with you as an alumnus. This also enables us to update you on events at UCC, inform you of Alumni achievements and send requests for support at UCC.

What we use the data for

UCC will use your personal data to make our communications relevant to you, to keep you informed of events at UCC and to advise you of volunteering opportunities. We may potentially ask for help with individual projects as well as inform about the school. The help could be financial or with things like coming in to talk to students about careers etc. We may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by contacting the school office, the Head of Business or our data protection officer.

Our legal basis for processing your data

UCC's legal basis for processing the majority of your personal data as an alumnus is that the processing is by consent, in order to monitor the destinations of UCC students and keep in touch with Alumni in order to benefit the school.

Who will have access to your data

Only those College staff who have access to UCC's Alumni information will be able to see your data, but only those who need to engage with you as an alumnus, will actually use your data.

Where will the data be stored?

Data will be stored securely on a UCC server.

How long will your data be stored

UCC will keep your contact details indefinitely, but these will be checked with you on a regular basis to ensure they are kept up to date, and you have the right to have your details removed from the Alumni database at any time. Our record retention policy sets out how long we keep information about alumni. We will dispose of your personal data securely when we no longer need it.

How does UCC check this is followed?

The data protection manager at UCC will monitor the use of the data and work with those responsible for Alumni communications to ensure that they are in line with this policy.

Your rights

You are entitled to request a copy of the data you provide to us in an electronic format so that you may pass that data to another body (the right to data portability), as well as to request a copy of the personal data we hold about you.

You are also entitled to raise an objection to the processing where the processing of data we hold about you is likely to cause you damage or distress, and to request either the rectification of any incorrect data, the restriction of any further processing of your data or the erasure of your data (right to be forgotten).

Whilst you have the right to withdraw your consent for processing your personal data where it is carried out with your consent, where we have a legal obligation to process your data it may not be possible for you to stop this processing if the data is required to comply with that legal obligation. If you require any further information on, or wish to object to, any of the uses to which we put your data, you should contact Daniel Chinery, UCC's Data Compliance Manager on 01572 823631 or DCM@ucc.rutland.sch.uk.

Finally, you have the right to complain about the processing of your data to the UK regulator, the Information Commissioner's Office. For more information about this body and how to make a complaint, please see the [ICO website](#).

Who can you contact if you have any queries about this document?

If you have any questions about how UCC processes your data, then the following contact information may be useful.

All enquirers may contact UCC's Data Compliance Manager, Daniel Chinery, on 01572 823631 or DCM@ucc.rutland.sch.uk.

UCC's correspondence address is:

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