

## **Alumni - Privacy Notice**

**Communications with Alumni** is managed on an informal basis by Marketing Officers and School Administrators. Cothill Trust has a full Data Protection Statement available via its website.

### **What data do we collect?**

The personal data that is collected consists of name, date of birth, address, interests, achievements and other information that you may have given us at the time of registration or subsequently.

Data will usually be collected directly from pupils at the point of leaving the School, but some data may be collected from third parties (other pupils, parents or siblings, LinkedIn, social media, career events etc.).

### **How we use your data**

For the purposes of the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR - coming into force in May 2018), Cothill Trust is the 'data controller' of data about alumni. Alumni data will be processed strictly in accordance with the DPA and GDPR and in the legitimate interests in order to:

- Communicate and promote the events and activities of the Cothill Trust.
- Send invitations and information about forthcoming events and activities of the Cothill Trust.
- Send publications, such as School newsletters and Magazines.
- Fundraise for bursaries, facilities, and various projects and activities critical to the Cothill Trust. This may include in-house analysis of your personal information to assess interest in future campaigns and possible future donations.

### **Who has access to your data?**

Data about alumni is held securely in a database of the Cothill Trust and is treated confidentially and with sensitivity for the benefit of the alumni collectively and Cothill Trust. Such data may be made available upon request to academic and administrative departments of the Cothill Trust, and others who volunteer to lead alumni events. The data will not be disclosed to third parties or external organisations other than those acting as agents for the Cothill Trust and the data is not transferred overseas. Personal data is kept for the purposes of the administration of alumni activities for the period of time an individual wishes to remain in contact with the Cothill Trust.

### **Subject rights under the DPA/GDPR**

Alumni, as data subjects, have certain rights under the DPA and GDPR, including a right to be given access to data held about them by any data controller and a right to be removed from our databases. You also have the right to opt out of the use of your data for any of purposes specified above. Should you wish to opt out or be removed from our database or access your data, please contact the relevant School in writing.

If you have any concerns about the handling of your personal data, please contact either the School directly or the Trust Data Protection Officer ([dp.officer@cothilltrust.org.uk](mailto:dp.officer@cothilltrust.org.uk)). You can also find details of your rights under the DPA and GDPR at: [www.ico.gov.uk](http://www.ico.gov.uk).