



GENERAL DATA PROTECTION REGULATIONS (GDPR)

1 ALUMNI PRIVACY NOTICE

The Head has ultimate responsibility for the implementation and management of this Privacy Notice and will support the Head of Finance & Compliance (Head of F & C) and the Head of Marketing in this respect. This Privacy Notice is intended to provide information about how the school will process personal data about former pupils who have signed up to the Alumni mailing list.

2 RESPONSIBILITY FOR DATA PROTECTION

The school has appointed The Head of F & C as the Privacy Officer who will deal with all your requests and enquiries concerning the school's uses of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

The Head of F & C can be contacted at the School via telephone 01642 553370.

3 WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

Routine contact with alumni will be by email and will only be used as a method of contact if the individual alumnus gives consent to be contacted in this way.

This Privacy Notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Should you give consent, data will be processed for the purposes of maintaining an accurate record of those who were educated at Red House School. The school will process only the minimum personal data to achieve this purpose.

4 DATA ACCESS, SHARING AND STORAGE

The school will not share your data with any companies associated with the school. It is not necessary for data to be shared with other countries. Your data will be stored securely using a third party IT provider who has equalled the school's precautions, systems and procedures for dealing with data in line with current data protection legislation.

The retention period for alumni data will be unlimited as long as the school believes it has a relationship to serve with the alumnus.

You have the right to withdraw your consent to data processing at any time; this can be done via the contact details below or by unsubscribing using the link on email communication. However, the school is likely to retain some of your details to ensure no more communications are sent to that email address. You also have the right to be forgotten which means all of your personal information will be erased; this can also be done via the contact email below.

We will obtain the data the school requires from you. Should we need data from other sources we will contact you first.

The school will endeavour to ensure all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must email the Head of Marketing of any significant changes to important information, such as contact details, held about them.

Head of Marketing

alumni@redhouseschool.co.uk

5 QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the Head of F & C using the school contact details.

If an individual believes that the school has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the school complaints/grievance procedure and should also notify the Head of F & C. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the school before involving the regulator.