

Privacy notice for Alumni

Responsibility for Review: Data Protection Officer
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Contents

Section		Page
1.0	Introduction	4
2.0	Who is this for?	4
3.0	What is personal and special category data?	4
4.0	Our legal basis for processing and what we use the data for	4
5.0	Who is processing your personal and special category data	4
6.0	Who will have access to your data?	4
7.0	Who we share your data with	4
8.0	How long will your data be stored?	4
9.0	Your rights	4

1.0 Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information.
- 1.3 We, Dixons Academies Trust, are the 'data controller' for the purposes of data protection law.
- 1.4 Our data protection officer is Mrs K Berrill (see 'contact us' below)

2.0 Who is this for?

- 2.1 This statement is for all the Dixons Academies Trust alumni whose data is processed by our trust and will be of general interest to the wider public.

3.0 What is personal and special category data?

- 3.1 'Personal data' is any information that relates to an individual who can be identified either directly by that information or by a combination of that information and other identifiers.
- 3.2 'Special category data' is information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, the processing of genetic or biometric data in order to identify an individual, data concerning health or data concerning an individual's sex life or sexual orientation. Dixons Academies Trust will not be collecting any special category data.
- 3.3 We will collect your personal data directly from yourself through communications from the Alumni team as well as through the completion of feedback surveys.

4.0 Our legal basis for processing and what we use the data for

- 4.1 Our legal basis for processing your personal data is as an alumnus in that processing is necessary for the purposes of the legitimate interests pursued by the academy in advising you of events we run for alumni, to support with networking and to advise you of volunteering and other opportunities.

5.0 Who is processing your personal data?

- 5.1 Dixons Academies Trust processes your personal data in order to keep in contact with you as an alumnus. This enables us to update you on events, activities and other ways to engage with the academy and its community.

6.0 Who will have access to your data?

- 6.1 Only the Alumni Team will have access to your data to engage with you as an alumnus.

7.0 Who we share your data with?

- 7.1 We may share your data with:
- Our academies and central trust staff
 - Alumni event partners (under strict confidentiality)
- 7.1 We will not sell your data or share your data for third party marketing purposes.

8.0 How long will your data be stored?

- 8.1 We will retain alumni data only for as long as it is necessary for the purposes outlined above or until you request its removal. We review our data regularly to ensure accuracy and relevance.

9.0 Your rights

- 9.1 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 request a copy of the data we hold on your (a *subject access request*).
- 9.2 You are also entitled to raise an *objection* to any 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 (the right to be forgotten).



- 9.3 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
- 9.4 If you require any further information on or wish to exercise any of your rights listed above, please contact DPO@dixonsat.com
- 9.5 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 www.ico.org.uk