

# Privacy Notice - Alumni

## Introduction

We are committed to protecting your personal information and being transparent about what information we hold. The school has a range of data protection policies and procedures, an overview of which can be found here: <https://frankwise.oxon.sch.uk/wp-content/uploads/2018/05/V4-Data-Protection-Policy-GDPR.pdf> The following statement sets out how the school specifically uses your personal data for fundraising and alumni relations purposes.

## Personal data that we hold

We may hold information relating to you or your child from a number of sources. A significant proportion of the information we hold on alumni is that which you provide to us (for example, you may give us information by filling in forms on the School's website, or by corresponding with us by telephone, email or otherwise). If you are a student or studied at Frank Wise School, or a family member, some of your personal data is transferred from student records to the School's alumni database.

Most records contain:

- Details of education (e.g. dates of study)
- Unique personal identifiers and biographical information (e.g. student number, date of birth)
- Contact details (and we update these whenever you let us know that they have changed)
- Details of interactions with the School including:
  - Membership of clubs, societies, and Alumni Groups
  - Attendance at School events
  - Other contact with us or our partners (as listed below)
  - Your relationships with other alumni or supporters of the School
- Family details (e.g. your marital status, the name of your partner or spouse)
- Personal data provided by you for a specific purpose (e.g. disability and dietary preferences for event management purposes)
- Your communication preferences, to help us provide tailored and relevant communications.

We also record, where applicable, based on information which you provide to us and, in some cases, publicly available information and information from our partners (as listed below):

Your career highlights and other life achievements

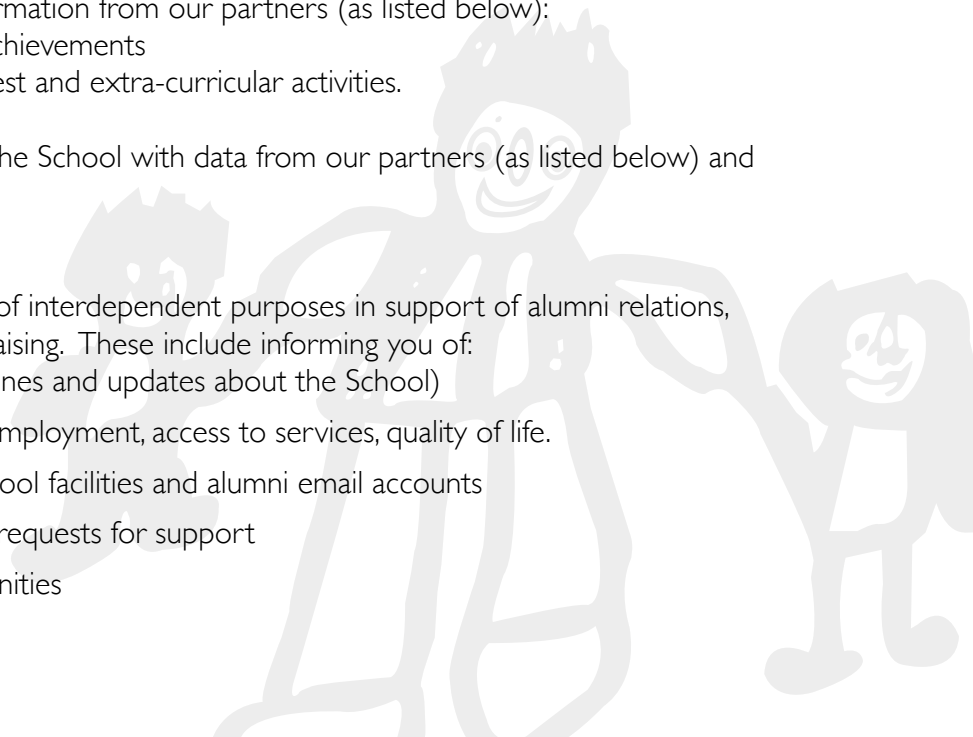
Information about your areas of interest and extra-curricular activities.

We augment the data we hold from the School with data from our partners (as listed below) and publicly available data.

## How we use your data

Your data is used by us for a number of interdependent purposes in support of alumni relations, supporter communications and fundraising. These include informing you of:

- Publications (e.g. Wiseup magazines and updates about the School)
- Surveys, including research on employment, access to services, quality of life.
- Services, including access to School facilities and alumni email accounts
- Tailored proposals, appeals and requests for support
- Details of volunteering opportunities



- Alumni and other School events
- Opportunities and services available to you (e.g. offers and opportunities available through the School's network of Alumni Groups)
- Research in order to improve our understanding of our alumni and supporters, and inform our communications strategy more effectively
- Internal record keeping, including the management of any feedback or complaints
- Administrative purposes (e.g. in order to process a donation you have made or to administer an event you have registered for or attended)

Communications to you may be sent by post, telephone or electronic means (principally by email), depending on the contact details we hold, the consent that you have provided, and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below.

We may use automated or manual analyses to link data together to help us to provide you with an improved experience, to send you communications which are relevant and timely, to identify volunteering opportunities or opportunities for providing support which may be of interest to you, and to avoid approaching you with opportunities which are not of interest. All of this is in support of the School's strategic research and teaching objectives. We always seek to ensure that any opportunities we present are aligned with your interests, based on the research we conduct.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

### **When we share your data with others (our partners)**

We share data on a considered and confidential basis, where appropriate, with:

- Affiliated organisations and individuals which support and provide services to alumni and supporters
- Alumni Groups for which we help manage events that you attend
- Clubs, societies and independent charities with close connections to the School for which we believe you may wish to support
- Volunteer partners closely related to us (e.g. Friends of Frank Wise School)
- Third parties engaged by the School to provide fundraising related services, such as:
  - other contractors providing services to you on our behalf or services to us
  - selected companies who provide School-branded or School-endorsed products and services

### **How we protect your data**

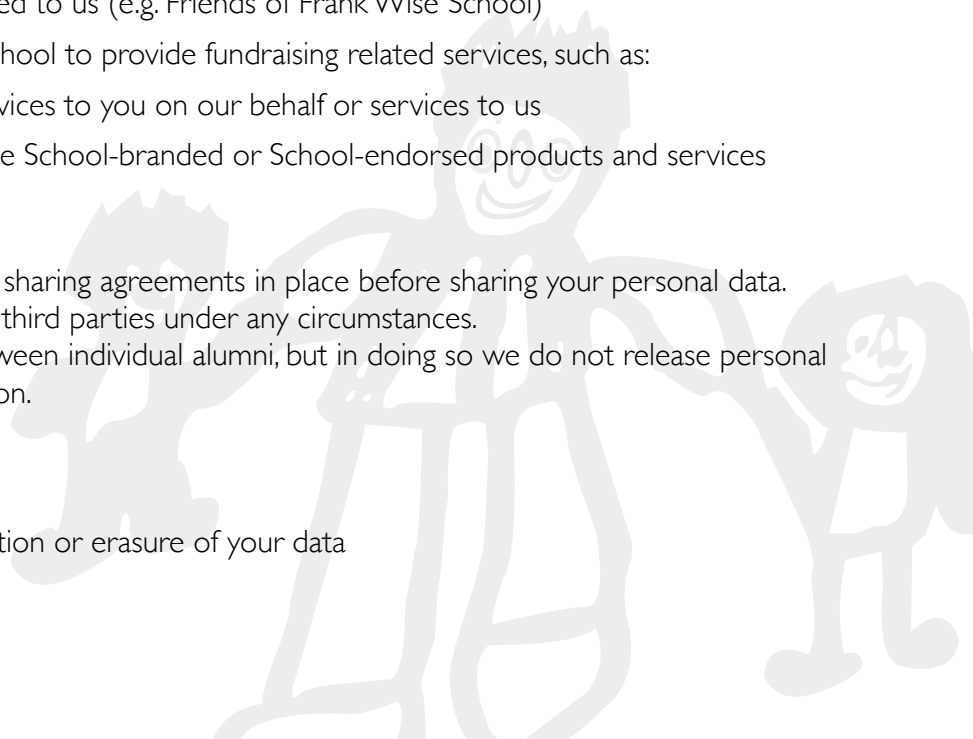
We ensure we have appropriate data sharing agreements in place before sharing your personal data. We do not sell your personal data to third parties under any circumstances.

We also facilitate communication between individual alumni, but in doing so we do not release personal contact details without prior permission.

### **Your rights**

You have the right to:

- Ask us for access to, or rectification or erasure of your data



- Restrict processing (pending correction or deletion)
- Object to communications or direct marketing
- Ask for the transfer of your data electronically to a third party (data portability)

Many of these rights are qualified in various ways.

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Further information**

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes. In some cases there may be a statutory requirement for us to retain personal data.

Our Data Protection Lead in school is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, and liaising with the Data Protection Officer at TurnITon. The Data Protection lead (Matt McArthur) can be contacted at the school - 01295 263520, or [matt.mcarthur@frankwise.oxon.sch.uk](mailto:matt.mcarthur@frankwise.oxon.sch.uk).

Please contact us if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

We will retain your data indefinitely in support of your lifelong relationship with the School or until you request us to do otherwise. We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, dates of school attendance, and date of birth) to ensure we do not contact you inadvertently in future, and to maintain your academic record for archive purposes.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection lead:

- Matt McArthur - Assistant Headteacher - Email: [matt.mcarthur@frankwise.oxon.sch.uk](mailto:matt.mcarthur@frankwise.oxon.sch.uk), Tel: 01295 263520
- Alternatively contact our data protection officer - TurnitON - [gdpr@turniton.co.uk](mailto:gdpr@turniton.co.uk)

**Reviewed by:** Matt McArthur

**Date:** January 2024

**Approved by Governors:**

**Date:** January 2024

