

Privacy Notice St Wystan's School – Alumni

This annex should be read in conjunction with the introductory paragraphs in the covering document.

There is currently no routine contact with alumni.

In the future we will consider contact to be by surface mail, email 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 St Wystan's school. The school will process only the minimum personal data to achieve this purpose.

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.

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, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows:

ICO helpline is 0303 123 1113. A template letter, should you need it is at the appended to this notice.

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