



## Privacy Notice – Alumni and Community Contacts

In order to maintain links with past students and foster relationships with members of the wider community, we may hold and process personal information on selected individuals. This document aims to describe this data, explain what we do with it, and outline your data protection rights.

We promise to ensure that this personal information is processed fairly, is correct, is stored safely, and is kept for no longer than needed.

This Privacy Notice also covers the activities of ImberLink, the charity we run to collect donations from Parents and Friends of the school. The money raised is used to invest in improving the education of our students by providing items not normally covered by our government funding. ImberLink is a registered charity (no. 271227).

### Who should I contact about data protection issues?

We have chosen a member of staff, Mr. Alex Melmoe, to have responsibility for data security – he is our Data Protection Officer. One of our Governors, Mrs. Celia Wilson, oversees Alex and makes sure he's doing the job properly. If you want to talk about your personal information, they can be contacted via e-mail at [dataprotection@imberhorne.co.uk](mailto:dataprotection@imberhorne.co.uk) or via the school switchboard on 01342 323562.

### The alumni and community contacts information we collect, hold and share

We collect and store the following information on our alumni and community contacts:

- **Name**
- **Address and contact details (including e-mail)**
- **Year of birth**
- **Details of their relationship with the school**  
*(Such as being an ex-student or current parent and year of leaving school)*
- **Information on current/past employment**  
*(A voluntarily supplied outline to allow us to contact individuals to support careers programmes etc.)*
- **Information on skills, interests and connections**  
*(A voluntarily supplied outline to allow us to match individuals to relevant school projects)*
- **Details of items the contact might like to be contacted about**  
*(Such as alumni events, fundraising initiatives, sponsorship, work experience)*

### Retention of data

We keep alumni information until consent is withdrawn or the ex-student reaches 80 years old. We keep community contact information for five years after last hearing from that contact. Once we reach the time to dispose of the data, electronic data is deleted and any paper records are shredded using a company that performs shredding on-site.

### Our legal basis for processing personal data

The current data protection laws require us to have a “legal basis” for processing personal data. We store information on both alumni and community contacts based on consent. We collect the information via an online form which the individual chooses to complete, and which seeks consent for us to contact the individual. Consent may be withdrawn at any time – unsubscribe/opt-out options appear on any mailings we send out, or consent may be withdrawn by e-mailing [dataprotection@imberhorne.co.uk](mailto:dataprotection@imberhorne.co.uk)

### How we use the information we store

We process personal data relating to our alumni and community contacts to:

- Enable us to invite alumni and the wider community to attend school events, or events specifically aimed at them, such as reunions
- Seek support for fundraising initiatives
- Arrange work experience or careers talks for our students
- To share best practice between school and local businesses/the wider community

### Who we share alumni and community contacts information with

We may alumni and community contacts information with:

- HMRC  
*If a donation and accompanying Gift Aid declaration has been made we share name and address details with HMRC to allow us to claim Gift Aid*

### Your rights

Under the General Data Protection Regulation, we have to inform you that you have the following rights. Should you wish to exercise any of these rights please contact our Data Protection Officer – details on the first page of this document.

- **The right of access**  
*Being able to get a copy of the data we hold. You can contact us to request a copy of the data we hold – called a “Subject Access Request”. We have to get back to you as soon as possible as we can’t take longer than a month to provide the data.*
- **The right to rectification**  
*Being able to ask us to fix mistakes.*
- **The right to erasure**  
*Have information we hold deleted*
- **The right to restrict processing**  
*Which means we can still hold the data, but can’t use it.*
- **The right to object**  
*Where we process data on the grounds of consent you are free to withdraw that consent at any time. You also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress.*

Note that there are circumstances when the above rights don’t apply, like when a law says we need to hold certain pieces of information, or if not processing the data places a student in danger.



**Data protection complaints**

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting our Data Protection Officer.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner (the Government Body responsible for data protection) for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted our internal review procedure.

You can log a complaint with the Information Commissioner online at <https://ico.org.uk/concerns/>.

**External service providers**

We may use outside companies to provide services to alumni and community contacts on behalf of the school.

Where we do this we shall ensure that they share our commitment to data security, and that they only receive data required to perform the service they are providing. We won't pass any sensitive personal data outside of the European Union.

Such service providers include:

- ArroCMS – used to store and manage alumni and community contact data

**Summary of changes to this document**

From time to time we make small changes to this document to ensure it continues to describe how we process your data accurately. The table below summarises changes we have made.

Date	Author	Changes