



## Alumni Privacy Notice

This Privacy Notice has been written to inform alumni of High Tunstall College of Science about what we do with your personal information when maintaining our relationship with you post-studies, as an alumni of the college.

### Who are we?

High Tunstall College of Science is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The college has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to ensure that the college is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01904 554025



*Please ensure you include the name of the college in all correspondence.*

### What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal and contact information (name, gender, UPN number, email address, postal address, telephone/mobile number).
- Education information (course title).
- Career information (data relating to your institution/employer name, course or job title, apprenticeship/placement).
- Alumni engagement (alumni registration, contact preferences, data relating to your attendance of alumni events).
- Photographs and videos of you, from your time at the college or your attendance at any alumni events.

The careers team at High Tunstall College of Science does not routinely collect your special category data. However, the college may hold special category data relating to you from your time as a student at the college, please see the "Student and Parent/Carer" privacy notice for more information.

### **Why do we collect your personal data?**

We use the information we collect to:

- Maintain our relationship with you as an alumni of the college, post-studies.
- Track the destinations of our students (further and higher education, apprenticeships or employment) and produce reports or returns to relevant government/public bodies.
- Offer ongoing careers advice to our alumni.
- Collect case studies/testimonials to help promote the college to prospective students or share with existing students.
- Facilitate alumni events organised by the college.
- Communicate with our alumni community by issuing relevant communications such as e-newsletters, postal letters and use of social media including Facebook and Twitter.

Any personal data that we process about our alumni is processed in accordance with Article 6 of the UK GDPR. We rely on the following lawful basis when processing your personal data:

#### UK GDPR Article 6 (1) (a) Consent

- Education information (course title).
- Career information (data relating to your institution/employer name, course or job title, apprenticeship/placement).
- Alumni engagement (alumni registration, contact preferences, data relating to your attendance of alumni events).
- Photographs and videos of you, from your time at the college or your attendance at any alumni events.

#### UK GDPR Article 6 (1) (c) Legal Obligation

- Personal and contact information (name, gender, UPN number, email address, postal address, telephone/mobile number).

Our legal basis for processing your personal data, in line with Article 6(1)(c) (legal obligation) includes (but not necessarily limited to):

- Education Act 1944, 1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

Where we have obtained consent to collect your personal data, this consent can be withdrawn at any time by contacting Hazel Crowe, Compliance Officer ([hcrowe@hightunstall.hartlepool.sch.uk](mailto:hcrowe@hightunstall.hartlepool.sch.uk)) at the college.

### **Who do we obtain your information from?**

Much of the information we process will be obtained directly from you. We will also process information received from:

- Hartlepool Borough Council
- Further and Higher educational establishments
- Your employer

### **Who do we share your personal data with?**

Within the college, we will share alumni information with:

- Senior Leadership Team
- Relevant teaching/administrative staff
- Careers Team

Externally, we routinely share alumni information with:

- Local Government – Hartlepool Borough Council
- Central Government departments (Department for Education, HMRC)
- Regulatory Bodies (OFSTED, Independent Schools Inspectorate)
- Educational Bodies (Education Skills Funding Agency, Higher Education Statistics Agency, Institute for Apprenticeships).
- Examining bodies
- Suppliers and service providers
- Other public authorities such as the Police (only in certain circumstances, where required by law).
- National Careers service
- The Careers and Enterprise Company

### **How long do we keep your personal data for?**

The college will keep your data in line with our Records Management Policy. Destination data will be stored for three academic years. Alumni data collected for the careers programme will be checked every three years and those no longer engaging in the programme will be destroyed, unless consent is withdrawn sooner.

### **Do you transfer my data outside of the UK?**

Generally, the information that the college holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

### **What rights do you have over your data?**

Under the UK GDPR, data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed.

You can exercise any of these rights by contacting: Mrs Hazel Crowe, Compliance Officer ([hcrowe@hightunstall.hartlepool.sch.uk](mailto:hcrowe@hightunstall.hartlepool.sch.uk)) at the college.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the UK's data protection regulator) about the way in which the college has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)/0303 123 1113

### **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.