



Hurstpierpoint College: Summary Privacy Notice for Alumni and Friends (including the parents of Alumni and former employees)

This notice deals with two sources of data: that obtained directly from you and that obtained from others or elsewhere. The italicised paragraphs in red refer to guidance from the Information Commissioner's Office ('ICO') on the compilation of privacy notices.

Routine contact with alumni and friends will be by surface mail and email. Telephone or mobile phone will only be used as a method of contact if the individual alumnus gives consent to be contacted in this way.

(The privacy notice should be provided at the time the data was obtained, if it was obtained directly from the data subject.)

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

(The purpose of the processing and the legal basis for processing must be clearly stated and the categories of personal data held must be clearly stated.)

Data will be processed for the purposes of maintaining an accurate record of those who were educated and employed at Hurstpierpoint College and to keep alumni, friends and other members of the school community updated about the activities of the College and events of interest. The College will process only the minimum personal data to achieve this purpose.

(Any recipient or categories of recipient must be clear and it should also be clear if data transfer to other countries and the safeguards in place.)

The College may share your data with the following companies who have contracts with the College and who have equalled the College's precautions, systems and procedures for dealing with data. These are:

- Microsoft and West Country Business Systems, the College's IT software providers;
- KIT United SAS, the supplier of hivebrite, the College's alumni platform.

KIT United SAS is a company registered in France and data passed to hivebrite may be passed to other countries in the EEA. This excepted, it is not necessary for data to be shared with other countries.

(The retention period for the data or the criteria used to determine the retention period.)

The retention period for alumni and friends' data will be unlimited as long as the College believes it has a relationship to serve with the alumnus or friend.

(The existence of each data subject's rights. The right to withdraw consent at any time.)

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.

(The right to lodge a complaint at any time with a supervisory authority.)

You can complain at any time about how the College has handled your data. The ICO helpline is 0303 123 1113, although the ICO recommends that steps are taken to resolve the matter with the College before involving the regulator – see the College Privacy Notice for details.

(Where data is not obtained directly, the source from which it was obtained and whether or not it is a publicly available source.)

(For data obtained indirectly, the privacy notice should be provided within one month (referred to as a reasonable period of time), when the first communication takes place with an individual, or if disclosure is envisaged to another recipient, at the latest, before the information is disclosed.)

We will obtain the data the College requires from you. Should we need data from other sources we will contact you first.

(Whether the provision of personal data is part of a statutory or contractual requirement or obligation and the possible consequences of failing to provide the personal data.)