



## Chard School

### NOTICE ON OUR PRIVACY POLICY FOR ALUMNI

Ahead of new data protection laws coming into force this year we have made some important changes to our privacy policy for alumni. This will not only ensure we are compliant but that everything to do with our alumni and supporters' information is clear and transparent. For reassurance, these changes do not imply that your data has been at risk or misused, we have always been in line with the relevant legislation.

What data do we hold?

Chard School is a 'data controller', your data is used for alumni and supporter engagement such as organising reunions, supporting networking and career progression and communication between individual alumni.

We may hold data relating to you from a number of sources. The majority of data we have from your time here as a pupil and your personal data is transferred from your pupil record to the alumni database when you graduate. We also collect data on our update forms or when you attend an event or engage with us in any other way.

Our records **may** include:

- **Education details** – for example what you studied, your examination results and where you went to university
- **Personal identifiers and biographical information** – for example your unique pupil number and your date of birth
- **Contact details** – for example your address, email and telephone number. We update these whenever you tell us they have changed.
- **Engagement details** – for example reunions you have attended or interests you had when you were at school
- **Family details** – for example whether you are married and whether you have children
- **Your preferences**- the ways that you prefer to be contacted

We are required to ensure that data we hold is as accurate as possible, therefore we may update or add to the data that you provide to us with information that is publically available and based on reliable sources for example information about your career or other achievements. Sources for this data include LinkedIn, Twitter, reliable news and press reports and the Queen's Honours Lists.

We will retain your data indefinitely to support your lifelong relationship with Chard School unless you ask us to do otherwise.

How do we use your data?

Chard School primarily uses your data to communicate alumni activities, support school initiatives such as careers days and for the promotion of benefits and services.

These can include:

- Sending you e-newsletters
- Inviting you to events
- Informing you of benefits available to alumni and supporters
- Asking you to support the school by giving your time, experience or financial support

Communications may be sent to you by post, telephone or email as well as social media depending on the communication preferences you have shared with us.

How do we protect your data?

Your data is held securely on the School's alumni and supporters' database. The database is accessible only to a small number of staff. All staff who access the database have completed the School's data protection training. The School will not share your data with any third party organisations.

Should someone request to contact you via Chard School your data will not be provided to them.

You will instead be contacted by a member of School staff who will ask how you would like to action the request.

Your rights and preferences

Chard School may contact you by post unless you request otherwise, and by telephone, email or other electronic means as you have previously consented. If you no longer want to receive communications from the School please contact the School Office on 01460 63234 or [secretary@chardschool.co.uk](mailto:secretary@chardschool.co.uk)

When contacting us please provide your name (including maiden if married) and leaving year. Please also specify if you wish to unsubscribe from all communications or from specific communication types of channels.

If you ask us to delete your data, we will maintain a skeleton record comprising your name, leaving year, unique pupil number and date of birth, to ensure that we do not inadvertently contact you again in future.

## Other Information

This privacy policy will be kept under review. Any changes will be updated on the School website and communicated to you as appropriate. This notice was last update in May 2018.

You have the right to:

- Ask us to see, correct or delete the data we hold about you
- Object to specific data uses as described above
- Object to receive communications and direct marketing
- Ask for the transfer of your data electronically to a third party

The School's Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to personal data. Our Data Protection Officer is Anna Vickery, Bursar, who can be contacted at [accounts@chardschool.co.uk](mailto:accounts@chardschool.co.uk). You can also contact the DPO if you have any queries or concerns about the School's processing of your personal data. You have the right to lodge a complaint with the information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).



**Chard School**

## ALUMNI UPDATE FORM

Full name when at Chard School: .....

Married name: ..... Date of Birth: .....

Date you left Chard School: ..... Year group when leaving: .....

Postal address: .....

Email Address: .....

Occupation: ..... Employer: .....

Notable achievements: .....

Telephone Land: ..... Mobile: .....

How would you like to see the School's alumni provision develop?

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.....

News you would like to share with the Old Cerdics and former parents Facebook group <https://www.facebook.com/ChardSchool/>

.....  
.....

News you would like to share with the Old Cerdics and former parents Twitter group <https://twitter.com/chardschool>

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I agree that any historic photos of me can be used by the school for marketing purposes  
Yes/No

I agree that my details as given above shall be held by Chard School according to the conditions set out in the privacy notice attached.

Signature: ..... Date: .....