



**PRIVACY POLICY
ALUMNI
AND FORMER STAFF**

MARCH 2018

Title	Privacy Policy Alumni and Former Staff
Summary	This privacy notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR).
Purpose	The purpose of this policy is to provide guidance on how the School will collect, retain and process personal data of interested parties, and how to request access to your personal data.
Next Review Date	March 2019
Current Operational Date	March 2018
Version Number	1
Supersedes previous	N/A
Author	Bursar
Frequency of Review by Author	Annually
Frequency of Review by Board of Governors	Annually
Date last Reviewed and Approved by Board of Governors	March 2018
To be posted on School website	Yes
Date and version posted	22 nd March 2018 v1

1. COLLECTION OF PERSONAL DATA

Belfast Royal Academy (“the School”) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR).

The School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. We may update this notice at any time.

The categories of information that the School collects, holds and shares in a contacts database of ‘interested parties’, include:

- Personal information (such as name and contact details (address, e-mail address and telephone))
- Attendance information (dates that alumni or former staff were at the school)
- Where provided, information on careers and employment.

Interested parties are mainly alumni, but include former members of the Board of Governors and some former staff members.

Why we collect and use this information

We use this data for the following purposes:

- Promoting closer links between the School and interested parties
- Keeping in contact with former pupils and staff
- Notifying members of events and organising reunions
- Marketing for the School
- Fundraising for the School

As part of the provision of education, we seek to maintain and build up links with former pupils, to track their careers and successes, to keep them involved with the school and to provide support for the school.

Contact details will only be added to the Contacts Database with the explicit consent of the interested party.

2. RETENTION OF PERSONAL DATA

Contacts Database

When a pupil leaves Belfast Royal Academy in Forms V, LVI or MVI, we will transfer the following pupil information to form part of our Contacts Database, following receipt of consent from the pupil.

- Name
- Home Address
- Home Telephone Number
- Date of Birth
- Gender
- Siblings who attended the School
- Year pupil entered and left the School

Given the on-going need to contact interested parties, this data is retained until the interested party notifies us that they do not wish to receive further communications from the school and wish their name to be removed from the contacts database. Consent can be withdrawn at any time and if an interested party wishes to withdraw consent you can do so by emailing Mrs Cathy Morris (cmorris572@c2kni.net) or writing to her at the school address.

3. SHARING OF PERSONAL DATA

Contacts Database

From time to time, in order to update our Contacts Database, the School may share data with third parties, such as a data management company, to seek to ensure information held is current. **We require third parties to respect the security of your data and to treat it in accordance with the law. Again, we will only transfer data with the explicit consent of interested parties and if an interested party wishes to withdraw consent at any time please do so as outlined above.**

4. ACCESSING YOUR DATA

You have a right to ask for a copy of the information which we hold about you. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances. Please contact our Alumni Officer, Cathy Morris on **028 9074 0423** for further information.

YOUR RIGHTS

Under certain circumstances, by law you have the right to:

- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Mrs Cathy Morris in writing.

Data Privacy Manager

We will be appointing a Data Privacy Manager to oversee compliance with this privacy notice. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. If you have any questions about this Privacy Notice or how we handle your personal information, please contact Miss Elisabeth Hull in the first instance. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.