

The Charter Schools Educational Trust

Privacy notice for Alumni

Functional area	Data Protection
Scope	Trust-wide
Owner	Trust Head of Governance and Compliance
Version	V1
Effective date	April 2025
Next review due	April 2028

Statement of Intent

The mission of the Charter Alumni at The Charter Educational Trust (the 'Trust') is to engage with alumni of the schools within our Trust; to create meaningful opportunities for alumni to contribute to our schools' ongoing success, support each other's personal and professional growth, and inspire future generations.

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice advises our school alumni of the Trust's data protection responsibilities on the collection and processing of your personal information.

The Charter Schools Educational Trust (the 'Trust') are the 'data controller' for the purposes of data protection law.

Judicium Consulting is our Data Protection Officer. Their role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this Privacy Notice, please contact them by email at dataservices@judicium.com or write to them at

Judicium Consulting Ltd
72 Cannon Street
London
EC4N 6AE

Tel: 020 3326 9174

Lead Contact: Craig Stilwell

This statement outlines how the Trust handles and uses the data it collects.

What personal data is collected?

The Charter Schools Educational Trust collects and holds the following data, where possible, on its alumni:

- Contact details
- Contact preferences
- Details of your time at school, including records of your achievements and interests
- Details of your education, experience, career and employers since you left school
- Records of how you have engaged with our alumni network
- Information required to manage your attendance at alumni events, including any accessibility arrangements or dietary requirements

1. Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. In the case of our alumni network the primary lawful reason for collecting and using your data is where the data subject has given their consent. Where we are processing your data with your consent, you have the right to withdraw that consent. If you change your mind, or if you are unhappy with our use of your personal data, please let us know by contacting adavies@tcset.org.uk.

Here are the reasons we collect your information:

- Notify you of alumni activities and programmes, including event invitations, e-newsletters, alumni profiles and networking opportunities
- Offer enrichment and career development opportunities to current pupils in our schools
- Fundraising campaigns, including mail and email appeals
- Keep you up to date with school news, including the Alumni Newsletter and updates on school activities.

2. How do we collect your information?

The Trust collects personal data from our alumni in a variety of ways. The main ways in which we collect your personal information is using the following methods:

- through the alumni network online registration form
- event registrations

This list is not exhaustive.

In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

3. How do we store your information?

We hold your personal information securely for the set amount of time shown in the Trust's **Records Management Policy**, which can be made available on request by emailing the Trust Head of Compliance on svarcoe@tcset.org.uk

Personal data is saved in secure locations both online and offline.

Offline – Paper documentation containing personal data is kept in securely locked cabinets in offices which are only accessible to relevant authorised staff.

Online - Personal data is only saved in secure and password protected authorised servers or cloud-based systems or where required on encrypted and password protected mobile devices. Personal data is only accessible to relevant authorised staff.

4. With whom do we share data?

We do not share information about alumni with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about alumni with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- The Department for Education - We share pupils' data with the DFE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- The pupil's family and any authorised representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for. E.g. providers of alumni events
- Financial organisations – for purposes of receipt of any donations
- Our auditors
- Media or local news organisations – we may share photos of alumni and/or your involvement with the network if you have given consent to this.
- Police forces, courts, tribunals

5. What are your rights?

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust or any of its schools holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer (DPO). Please note there may be an administration fee to cover the cost of staffing for the request.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to receive direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer (DPO). If you want to request access to the personal information that we hold about you, please contact the Trust DPO at dataservices@judicium.com

If you are concerned about the way we are collecting or using your information, please raise your concern with the Trust DPO in the first instance.

You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

6. How to withdraw consent and lodge complaints

Where our schools process your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how the Trust or its schools use your personal data, you should let us know by contacting the DPO at dataservices@judicium.com

7. Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The Trust will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated April 2025.