



ST BENEDICT'S SCHOOL  
a minimis incipe

## Alumni Privacy Notice

Date: April 2018

Review Date: April 2019

### **Alumni Privacy Notice**

Routine contact with alumni will be by email if the individual alumnus gives consent to be contacted in this way. Surface mail may occasionally be used as a method of contact.

Should you give consent data will be processed for the purposes of maintaining an accurate record of those who were educated at St Benedict's School. The school will process only the minimum personal data to achieve this purpose.

The school will not share your data with any companies associated with the school.

Your contact data that is held will not be shared with any other alumnus without your explicit permission.

It is not necessary for data to be shared with other countries.

The retention period for alumni data will be unlimited as long as the school believes it has a relationship to serve with the alumnus.

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.

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows:

ICO helpline is 0303 123 1113

We will obtain the data the school requires from you either directly from you or from the data supplied by your parents whilst you were at School; should we need data from other sources we will contact you first.