

HANFORD

Privacy Notice – Alumnae & Past Parents

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the Data Protection Act and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The school interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR says that the information provided to data subjects about how the school processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

Routine contact with alumni and past parents will be by surface mail; email will only be used as a method of contact if the individual gives consent to be contacted in this way.

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

Why we need to process your data

Should you give consent data will be processed for the purposes of maintaining an accurate record of those who were educated, or whose children were educated, at Hanford school. The school will process only the minimum personal data to achieve this purpose.

We will obtain the data the school requires from you, should we need data from other sources we will contact you first.

Who we may need to share your data with

The school will share your data with the following companies who have contracts with the school and who have equalled the school's precautions and systems for dealing with data, these are:

- Zoho – CRM database software
- Mailchimp – email marketing tool

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

How long we may need to hold your data

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

Your rights

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:

The ICO helpline is 0303 123 1113

Our Full Privacy Notice can be accessed [here](#)