



Privacy Notice for Alumni of the Trust

Author / Role	Data Compliance and Development Manager
Date Published	March 2023
Approving Body	Bursar
Regulatory References	
Date of Review	March 2024

Equality, Diversity and Inclusion Check for new/updated Policy completed by (committee/date): Bursar, February 2023

Documentation Distribution

Please delete as applicable

All staff / volunteers	N
Governing Body	N
Parents on request	N
Published on School website	Y
ISI requirement to be available on request	N
ISI requirement to be on School website	N
Parent Portal	N
Staff Hub	N
ISI Portal	N
Limited Internal Use Only (state recipients) – All Alumni	

This policy is considered a 'live' document and will be updated as statutory guidance is released

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Vision, Mission and Values

Our Vision

Where every child finds joy in their pursuit of brilliance

Our Mission

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

Our Values

Be Compassionate

Because a caring community fosters belonging.

We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

Be Courageous

Because fortune favours the brave.

We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

Be Curious

Because wisdom can be found off the beaten track.

We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

Be Conscientious

Because dedication is a spearhead of success.

We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

Policy Principles/Aims:

This notice deals with two sources of data, that obtained directly from you and that obtained from others or elsewhere.

Statutory Guidance:

Associated Trust Policies:

Overview Privacy Notice

- I. This notice deals with two sources of data, that obtained directly from you and that obtained from others or elsewhere.
- II. This privacy notice should be read in conjunction with the 'Overview Privacy Notice' and the introductory paragraphs of the 'Privacy Notices' section on the Trust's website. Routine contact with alumni will be by email, on occasion surface mail will also be used.
- III. This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly and will thereafter be available on the Trust website.
- IV. Using 'legitimate interest' as a legal basis, data will be processed for the purposes of maintaining an accurate record of those who were educated and employed at Bede's Trust and to keep alumni, friends and other members of the Trust community updated about the activities of the Trust and any events of interest. The Trust will process only the minimum personal data to achieve this purpose.
- V. The Trust will only share your data with its subsidiary companies and with those who have equalled the precautions, systems and procedures for dealing with data. These are:
 - a) Shopify
 - b) Raisers Edge by Blackbaud
 - c) Microsoft, Trust IT software providers
- VI. At times your data may be shared with other countries in order to inform you about alumni events taking place within your region. For further details on the Trust's retention policies please refer to the Trust Retention Records Policy available on the Trust website.
- VII. The retention period for alumni data will be for as long as the Trust believes it has a relationship to serve with the alum.
- VIII. 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.
- IX. You can complain at any time about how the Trust has handled your data. The Information Commissioner is available through the ICO helpline at 0303 123 1113. It should be noted that the ICO recommends that steps are taken to resolve the matter directly with the Trust prior to involving the regulator, please refer to the Trust's Overview Privacy Notice for further details.
- X. We will obtain the data the Trust requires from you, should we need data from other sources we will contact you first.