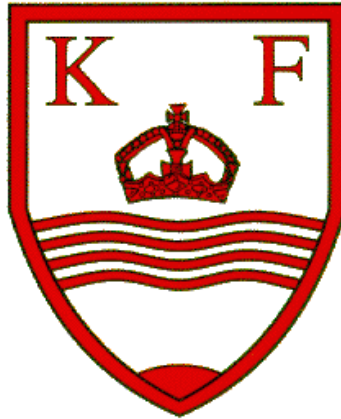


KINGSFLEET PRIMARY SCHOOL

'Be the best you can be!'



Alumni Privacy Notice

<i>Date Approved</i>	08.05.26
<i>Chair of Governors</i>	L.Foy
<i>Head Teacher</i>	K.Beattie
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Alumni Privacy Notice

This Privacy Notice is designed to help alumni understand how and why the school processes your personal information and what we do with that information. This allows you to make informed decisions about that information.

Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

Kingsfleet Primary School
Ferry Road
Felixstowe
Suffolk
IP11 9LY

Our Data Protection Officer

The school's data protection officer is: Schools' Choice

Email – data.protection@schoolchoice.org

Telephone – 0300 123 1420 (option 5)

What is 'Personal Data'?

Personal data is information that we hold about you and which identifies you. This includes information such as your name, telephone number, nationality, address, dietary and medical details, financial information and your photograph (including that processed by CCTV). We may also need to hold information such as your religion or ethnic group. Vehicle details for those authorised to use the school car parks also count as personal data.

How and why does the school collect alumni personal data?

The school may use your data for building and maintaining alumni relations, promoting events, celebrating the school, sending news and updates, recruiting alumni volunteers and mentors, making fundraising appeals, and organising fundraising, networking, charitable and other School events.

Examples of how we collect your data are:

- Verbal or written information from you
- Online alumni form
- From publicly available sources, such as Companies House, social media, the internet, publications and news articles.

- Archives
- Other current/previous staff and students

What personal data does the School process?

The School processes the following personal data about alumni:

- Biographical information (your name, gender and date of birth, dates spent as a pupil at the school)
- Photographs taken of your time at school
- Contact details and communication preferences
- Your education history during your time at Kingsfleet
- Information you have publicly shared on social media
- Records of communications and interactions we have had with you
- Your attendance at School events.

Who has access to your personal data?

The majority of your personal data collected will remain with the School and only used by the people who need to know the information. However, data may be shared with reputable third parties, examples of people or companies that the School may share your data with are:

- The public, who may have access to your personal data where we share your information (such as name or photograph) in publications, school social media pages and on our website;

The School will only share your information with other people or organisations when it has a good reason to do so and where the School is assured that your data will be kept securely.

Sharing data outside the UK

Data will not be shared outside the UK.

Our legal grounds for using your personal data

The information below contains the legal grounds in which we rely on to handle your personal data.

- For the School's **legitimate interests**, such as advertising, improving, promoting or marketing the School, maintaining the School's reputation.
- For a **legal obligation**, such as disclosing your data to third parties such as the Police and Local Authority where we are legally obliged to do so.
- For the **public interest**, for example facilitating the effective operation of the School and for providing education services.

There are special categories of your personal data that need to be treated sensitively and the School therefore has to further justify why it may need to use such data. These data types include racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information and health information. Where applicable, our justifications for processing these types of data are:

- You have given **explicit consent**;
- To protect yours or someone else's **vital interests**;
- You have already made the data **manifestly public**;
- For the purposes of a **legal claim**;
- There is a substantial **public interest**;
- For the **provision of health or social care** or treatment.

Consent

On some occasions the School may ask for your consent to use your personal data, such as for electronic direct marketing purposes. You will have the opportunity to withdraw this consent at any time. However, any use the School has made of your information before you withdraw your consent will still be valid.

Please note that there are some circumstances where the School will not be able to accept your request for consent withdrawal as we may be relying on another justification for processing your data.

Your Rights

Individuals have a number of rights under Data Protection law which you can exercise. These include:

- If the data we have on you is incorrect, you can ask us to correct it. We may contact you by phone, email and post. If you wish to change your communication preferences, please contact the School;
- You can ask us to delete the information we hold on you at any time;
- You can ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use the information, where it came from and what types of people/organisations it has been sent to;
- You can ask the School to restrict the use of your information where it is inaccurate, unlawful, no longer needed or where your right to object is apparent. This will be balanced with the School's legitimate interests for using the data;
- You can ask the School to send you or another organisation certain types of information about you in a machine-readable format.

How long do we keep your personal data for?

The School will keep your data until the purpose is no longer justified. for as long as it needs to in order to maintain relations with you, unless you request otherwise. Names and dates of attendance

at the School will be kept indefinitely, but other personal information will be deleted upon your death (where the School is notified).

Contact

If you have any questions or concerns about the information in this Notice or your rights, you can contact the School using the details above. We would appreciate a chance to address your concerns in the first instance. All complaints will be processed in accordance with the schools complaints procedure. We will acknowledge receipt of complaints within 30 days.

Alternatively, if you are still not satisfied with the way the School has handled your personal data, you can contact the Information Commissioner's Office on 0303 123 1113. For more information, please see <https://ico.org.uk/concerns/>.