

Bede's Trust Privacy Notice for Alumni of the Trust

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

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.

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 both Mybedes and the Trust website.

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.

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:

- Shopify
- Microsoft, Trust IT software providers

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 both Mybedes and the Trust website.

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

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 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.

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

Owned by: Data Compliance Manager

Authorised by: SMT

Date: August 2018

Review Date: August 2019

Circulation: All alumni