Alumni Privacy Notice

The New Collaborative Learning Trust vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

DATA CONTROLLER AND COLLECTION
The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust.

WHY DO WE COLLECT AND USE ALUMNI INFORMATION?
We use contact information to maintain contact with Alumni, we use current occupation information to match your background and skills to our careers support for students, we use preference data to ensure we meet your expectations and help us to match where your support can be best placed.

CATEGORIES OF ALUMNI INFORMATION
As part of you New College Alumni membership we hold the following information about you:

- Personal information (such as name)
- Contact information (such as email addresses and telephone numbers)
- Current occupation, or study if in full time education
- Date that you left the college
- Preferences for subscriptions to our termly newsletter
- Preferences for engagement to support students (such as whether you are happy to provide talks, mentoring, etc.)

HOW IS THIS INFORMATION COLLECTED?
We collect this information via an online form that we ask all Alumni to complete. By completing this form you are providing your consent for NCLT to process your data.

STORING ALUMNI DATA (HOW LONG IS DATA HELD FOR)
We store alumni data electronically. We store data for no longer than necessary, in accordance with data protection legislation and best practice. Since you have provided your consent for NCLT to process your data, we will look to reaffirm your consent if we do not hear from you in a prolonged period of time (see retention period below).

- Alumni information 1 year from the last point of contact

WHO DO WE SHARE ALUMNI INFORMATION WITH?
We do not share any Alumni information with any organisation or third parties outside of the Trust. Data may be shared internally between colleges. We will never pass your information to third parties for direct marketing.

MARKETING (PHOTOGRAPHS AND IMAGES)
Our Alumni service relies on being able to promote success stories of previous New College students. If you have completed our Alumni form and provided your consent for us to process your data, we are likely to approach you about using your image in case studies which may be promoted both internally and externally. In each case we will always seek additional consent from you before we use your image.

REQUESTING ACCESS TO YOUR PERSONAL DATA
Under data protection legislation data subjects have the right to request access to information about them that we hold. To make a request, please email data.protection@nclt.ac.uk. You also have the right to:

- object to processing of personal data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- make a subject data access request

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or subsequently directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

DATA PROTECTION OFFICER
If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to data.protection@nclt.ac.uk or by calling 01977 702139.

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