NCLT ALUMNI PRIVACY NOTICE - COLLEGES

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.

Who does this notice apply to?
This privacy notice applies to any students who have consented to being contacted in connection with their previous attendance at any New Collaborative Learning Trust colleges.

Data controller and collection
The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust. The Trust is committed to being transparent about how it 'processes' (including collects, uses, stores, deletes, etc.) personal data, and to meeting its data protection obligations.

Why do we collect and use alumni information?
All college leavers are eligible to join our Alumni and remain involved in college events and promotion of college life. With your consent we use your contact information to maintain contact as Alumni, we may also use your 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.

Lawful basis for using this information (UK General Data Protection Regulation – 'UK GDPR')
We use Microsoft forms to collect information that supports or inform college/school processes. Contact information (where appropriate) is necessary for us to contact you about the Alumni events. Although we know you as a former student, the purposes for collecting the requested information is to engage with you as a member of our alumni. The lawful basis for processing your data for this is as follows:

- **GDPR Article 6(1)a -** The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Special Category Personal Data
Where we process special category personal data (for example health, SEND or ethnicity information), we also rely on an appropriate condition under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

Categories of alumni information
As part of your 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.)
- Photographs or images as part of Alumni events

Collecting alumni information
We use an online 'Destinations' form (Microsoft form) on or around results day to collect data from students who have finished study and wish to become Alumni.

Storing alumni data
We store most alumni data electronically. We store data 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 (6 years after leaving college) 2 years from the last point of contact

Alumni data which is stored electronically

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 Destinations 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.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. These are summaries below.

Legal Basis	Right under the Law						
	Informed	Access	Rectification	Erasure	Restriction	Portability	Objection
Consent Art.6(1)(a)	✔	✔	✔	✔	✔	✔	**Withdraw consent**
Contract Art. 6(1)b	✔	✔	✔	✔	✔	✔	✔
Legal Obligation Art.6(1)(c)	✔	✔	✔	X	✔	X	X
Vital Interest Art.6(1)(d)	✔	✔	✔	✔	✔	X	X
Public Interest Art.6(1)(e)	✔	✔	✔	X	✔	X	✔
Recognised Legitimate Interest **Art.6(1)(ea)**	✔	✔	✔	X	✔	X	X
Legitimate Interest Art.6(1)(f)	✔	✔	✔	✔	✔	X	✔
The availability of a right may depend on the circumstances of the request and any applicable exemptions under UK GDPR and the Data Protection Act 2018. In some cases, we may be able to refuse the request, continue processing, or rely on a statutory exemption.							

Automated Decision Making

We do not use automated decision making which would have legal or a similarly significant effect on an individual.

Requesting access to your personal data

Under data protection legislation students/pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact the Trust Data Protection Team by email:- data.protection@nclt.ac.uk.

Contact

Here is our Data Privacy page - https://nclt.ac.uk/data-protection-and-freedom-of-information/

If you have an enquiry or complaint about the way we are collecting or using your personal data, you should raise it with us in the first instance. You can also raise issues directly to the Information Commissioner's Office at https://ico.org.uk/make-a-complaint/data-protection-complaints/

Data Protection Officer

If you would like to raise a complaint or discuss the handling of your data by NCLT, please contact the Trust Data Protection Team. email:- data.protection@nclt.ac.uk or by calling 01977 802802.