



Bottisham Village College  
Lode Rd, Cambridge  
CB25 9DL, United Kingdom

01223 811250  
office@anglianlearning.org  
www.anglianlearning.org

## Privacy Notices - Alumni

Under data protection law, individuals have a right to be informed about how Anglian Learning uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we process personal data about individuals who wish to remain in contact with Anglian Learning through the Alumni.

### Who we are

Sawston Village College is part of Anglian Learning. For the purposes of Data Protection legislation, the Academy Trust, Anglian Learning, is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Anglian Learning  
c/o Bottisham Village College  
Lode Road  
Bottisham  
Cambridge  
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk).

In this policy 'we' and 'us' means the Academy Trust.

### The categories of alumni information that we process include:

- Personal information (such as name, address, work details)
- Characteristic information (such as age, gender, ethnic group)

### How we use your information

Collecting and using your information in this way is lawful because:

- You have provided your consent by completing the alumni network invitation form

## **How to withdraw consent**

You may withdraw consent or change your consent options at any time by contacting the Alumni network at [alumni@sawstonvc.org](mailto:alumni@sawstonvc.org).

## **How we share your information with third parties**

We will not share information about you with third parties without your consent unless the law allows us to.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if you requested it. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us still to send your information.

## **How long we keep your personal information**

We only keep your information for as long as we need it or for as long as we have your consent to keep it. To remove your consent please contact the Alumni network at [alumni@sawstonvc.org](mailto:alumni@sawstonvc.org).

## **Your rights**

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Alumni network at [alumni@sawstonvc.org](mailto:alumni@sawstonvc.org).

More information about your rights is available in our data protection policy on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

## **Complaints**

We take any complaints about our processing of personal data very seriously.

If you think that our processing of personal data is unfair, misleading or inappropriate or have any concerns about our data processing please raise it with us in the first instance.



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To make a complaint please contact Claudine Bateman, Director of Operations on [cbateman@anglianlearning.org](mailto:cbateman@anglianlearning.org). You can also contact our Data Protection Officer on [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk) or by letter addressed to:

Paul Stratford  
Speke House  
17 Compass Point Business Park  
Stocks Bridge Way  
St Ives  
Cambridgeshire  
PE27 5JL

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.  
On line: <https://ico.org.uk/concerns/>