

Privacy Notice for Former Pupils – 2025

1. What is the purpose of this document?

1.1. Haberdashers' Abraham Darby is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

2. Data protection principles

2.1. We will comply with data protection law and principles, which means that your data will be:

2.1.1. Used lawfully, fairly and in a transparent way.

2.1.2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

2.1.3. Relevant to the purposes we have told you about and limited only to those purposes.

2.1.4. Accurate and kept up to date.

2.1.5. Kept only as long as necessary for the purposes we have told you about.

2.1.6. Kept securely.

3. The kind of information we hold about you

3.1. We will collect, store, and use the following categories of personal information about you:

3.1.1. The information that you have provided us with from the consent form

3.1.2. Any information you provide to us during an interview or other contact point (for example from telephone calls, emails or from social media)

4. How is your personal information collected?

4.1 We collect personal information about former students from consent form documents

4.2 We collect personal information from our School Management System, SIMS. This data is deleted after (x) years in line with our Data Retention Policy.

5. How we will use information about you

5.1. We will use the personal information we collect about you to:

5.1.1. Complete tasks that we are required to complete for the Government and the Local Authority regarding your post-16 destinations for the duration of 3 years in line with the Education Inspection Framework 2019 (OFSTED) and Career Guidance and Access for Education and Training Providers 2018 to support the schools achievement of the Gatsby Benchmarks.

5.1.2. Contact you in the future to maintain our alumni record.

5.1.3. Contact you to assist with careers events or assemblies where we are seeking to raise pupil aspirations or to open their eyes what is possible

5.1.4. Comply with legal or regulatory requirements.

6. Data sharing

6.1. Why might you share my personal information with third parties?

6.1.1. We will only share your personal information with Local Authority and Department of Education in line with their requirements for this purpose. Other than that, your information will be used to inform the Careers Education Information Advice and Guidance programme of the school and Alumni continuation.

6.1.2 In almost all cases this data will be anonymised.

7. Data security

7.1. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

7.2. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

8. Data retention

8.1 We will retain your personal information for a period of 3 years from your date of leaving the school because of our requirements to report for destination tracking purposes

9. Rights of access, correction, erasure, and restriction

9.1. Under certain circumstances, by law you have the right to:

9.1.1. Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

9.1.2. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

9.1.3. Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

9.1.4. Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

9.1.5. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

9.1.6. Request the transfer of your personal information to another party.

9.2. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer in writing (details below).

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

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

You can make a complaint at any time by contacting our Data Protection Officer (see details below)

Alternatively, you can make a complaint to the Information Commissioner's Office:

⇒ Report a concern online at <https://ico.org.uk/concerns/>

⇒ Call 0303 123 1113

⇒ Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the following person/s:

Data Protection Lead

Mr Rob Slack
Haberdashers' Abraham Darby
Ironbridge Road, Madeley, Telford TF7 5HX
Tel: 01952 386000
Email: rob.slack@taw.org.uk

Data Protection Officer

Mr Rob Montgomery – Governance & Audit Mgr
Telford & Wrekin Council
Darby House, Telford TF3 4JA
Tel: 01952 383103
Email: ig@telford.gov.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.