

Including Sandleford, our Early Years Foundation Stage provision

Privacy Notice

How we use alumnae information

The categories of alumnae information that we collect, hold and share include:

- Personal information (such as name and address)
- Information about your time at the school (such as pictures, videos, records of achievement, pastoral and safeguarding records, the university or other destination you attend after leaving St Gabriel's)

Why we collect and use this information

We use your data:

- to keep you informed of community news (from the school or other organisations such as the Parent Teacher Association)
- to invite you to reunions or other events at school
- to promote the work of the school
- to provide references to potential educational establishments or employers if you ask us to do so
- to maintain safeguarding records as required by law

The lawful basis on which we use this information

We collect and use alumnae information under the basis of our legitimate interest as a school and under a legal obligation (as regards safeguarding information).

Collecting alumnae information

Most of the information you provide to us is on a voluntary basis, although some other information is mandatory (such as safeguarding information). In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing alumnae data

We hold alumnae data for the purposes of maintaining your relationship with the school until you tell us not to. We are legally obliged to hold safeguarding data indefinitely.

Who we share alumnae information with

We may share alumnae information with:

- school organisations such as the PTA
- potential educational establishments and employers if you ask us to provide a reference

Why we share alumnae information

We do not share information about our alumnae with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information you should contact the Bursar using the email data@stgabriels.co.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact The Bursar using the email data@stgabriels.co.uk .