

Privacy Notice for the Alumni Portal

This Privacy Notice provides you with information of how we collect, store and use your personal data.

Please make sure that the information you have provided to us, and we hold or will hold is accurate and up to date. Please let us know if your personal information changes.

What personal data we collect for the Alumni Portal.

Contact data – may include your email address, your schools' details, your employer, job position, career journey, your home address and telephone number.

Identity Data – your forenames, your family name, title, in some cases your date of birth and gender.

Profile data – your username, password in some cases we may request information about your interests, preferences, feedback and survey responses.

Sensitive data – may include *race or ethnicity, health, criminal convictions and offences**

**This will be verified by DBS checks.*

How we collect your data for Alumni Portal

To provide you with the best experience and allow you to use our services in the best possible way we will obtain personal data about you whenever you:

- Complete an Alumni Sign up form (paper or/ and electronic version)
- Subscribe to our mailing list, communicate with us by email, social medial channels, by phone
- Attend to one of our virtual or in person events
- Request resources or marketing be sent to you
- Complete a prize draw, survey or feedback form

What we use your data for

- To process and deliver the service you
- To manage our relationship with you including notifying you of any new virtual or in person events, new products, our change of terms, feedbacks and surveys
- To develop the Alumni portal and provide better services to you
- To monitor your use of our portal to help us identify and build a profile of our users and optimize the site's performance and user experience (we will not be able to identify you individually)
- To ensure that our products and services are developed to best fill the needs of the Alumni portal and its users

We will only use the data you have provided to us for the purposes listed above unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

We sometimes may have to use your personal data for an unrelated reason to the purpose for which we originally collected the data. If this will be the case, we will notify you and we will explain the reason of processing. We may also process your personal data without your knowledge or consent where this is required or permitted by law.

Data Storage and it's transfer

All our data is located and stored in United Kingdom and European Economic Area (EEA) however, some of the information you provide to us via our portal, social medial channels, etc may be transferred to and stored in countries outside of the United Kingdom and European Economic Area (EEA) as we use remote website server hosts to provide the website and some aspects of our services, this is generally the nature of data stored in the "cloud".

A transfer of your personal data may happen if any of our servers are located in a country outside of the United Kingdom and EEA or one of our service providers is located in a country outside of the United Kingdom or EEA. Servers based outside of the EEA still need to comply with EU law (General Data Protection Regulation).

Your rights

Access your personal data - commonly known as the 'data subject access request' and enables you to receive a copy of the personal data we hold about you. We will respond to your data access requests within one month, but we may need to obtain further information from you in order to confirm your identity and the legitimacy of the request.

Deletion of your personal data - This enables you to ask us to delete personal data and terminate the membership of Alumni Portal and any time. We may need to obtain further information from you in order to confirm your identity and the legitimacy of the request.

Restrict the processing of your personal data - This enables you to ask us to change the processing of your personal data. We may need to obtain further information from you to confirm your identity and the legitimacy of the request.

You can exercise these rights at any time by writing to us at the address data@theswitch.org.

If you wish to raise a complaint regarding our use of your personal data then please contact data@theswitch.org.

Disclosure of your personal information

There is a range of circumstances where we may disclose your data or part of it to third parties.

These may include regulatory bodies as required by applicable law, our IT service providers, our Partners, Supporters or the Schools working with The Switch.

Data retention

The length of time that we retain, and store data depends on the purpose for which it was collected. We will only store data for as long as is required to fulfil that purpose, or for the purpose of satisfying legal requirements.

Once your data is no longer needed or you have requested erasure of your data, all your data will be permanently deleted from our database and any paper copies of your data will be securely destroyed.

Data security

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

Contact details of the data controller ;

Data Controller: Tower Hamlets Education Business Partnership trading as The Switch.

Address: First Floor, Norvin House, 45-55 Commercial Street, London, E1 6BD

Contact Details: data@theswitch.org