



SDET Alumni privacy policy

This privacy policy applies to anyone signed up as a leaving student, former student or friend of a school that is part of SDET. The information below might seem too long to bother reading, but it's really important because it explains how we're going to collect and use your personal information.

Please make sure you understand this policy before signing up to our school network.

How do we collect information from you?

We initially obtain your personal information as a result of you completing the sign up form before you leave a SDET school. We will subsequently collect updated information if you update your profile, and/or if you give SDET staff members additional details in person, over the phone or by email, and give us permission to store this information.

What type of information is collected from you?

We collect the information provided by you on your sign up form and when you update your profile. SDET staff may also update your profile if you provide updated information to them in person, by phone or on email.

How long will we keep your personal information?

If you sign up to our school alumni your data will be retained indefinitely. You can choose to remove your data from our systems at any time by emailing office@worthinghigh.net.

How is your information used?

We will use your personal information in the following ways:

- in order for us to provide the maintain contact with you after you have left SDET school;

- to send requests to you for updated contact details, so we can stay in touch with you;
- to send you information relating to SDET (including any events or programmes which it may be running):

We will also share your personal information to enable us to contact you to request your support in various ways. This may include, but is not limited to, giving a careers or university talk to current students, mentoring a current student, acting as a governor or offering to fundraise.

From time to time we may carry out research on the impact of our programme. To do this we may link the data we hold about you to other data sources such as that held by the Department for Education or the Department for Work and Pensions in order to aid our research efforts. When we send you requests or updates/information relating to your school/college or our service, we may choose to have these sponsored by third parties. If you do not wish to receive these requests and updates/information, you can let us know at the address below, by following the “unsubscribe” instructions which are contained in each of these communications, or by logging into your profile and managing your preferences.

Personal data will be retained and managed in accordance with the Data Protection Act 2018. Some third parties have access to your information in order to carry out work for us, for example to send you mailings. They are contracted to keep your data secure and confidential. We will not share your information with third parties for marketing purposes. We have a Data Protection process in place to oversee the effective and secure processing of your personal data.

We may be in touch occasionally with news about our projects. You can opt out of these emails at any time using the unsubscribe link in the email.

16 or under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Your choices

By providing us with your personal information and by giving your consent on the sign-up form, you hereby consent to us using and disclosing your personal information as set out above.

You can manage your data preferences by emailing office@worthinghigh.net subject line 'Data request'. If you unsubscribe from mails, you may still receive some transactional mail (i.e. if you request a password reset).

You can find out exactly what personal information of yours we hold by making a 'subject access request' to us under the Data Protection Act 2018 and EU General

Data Protection. If you make such a request and we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold, you need to contact us using the details provided at the end of this policy. Your request will be responded to within 30 days.

If at any point you believe the information we process on you is incorrect you can write to us to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.

You have a right to request that your personal data is erased from our systems. To do this, login to your profile area or get in touch at the address below.

Security

We are committed to ensuring that your information is secure. We have put in place technical and organisational measures that are designed to safeguard and secure the information we collect.

When setting a password for your profile area, it is your responsibility to ensure it is sufficiently secure and kept confidential.

Changes to this Privacy Policy

We keep our privacy notice under regular review and we will notify you of any updates by replacing the version of this policy which is found on our website.

How to contact us

Requests for information about our privacy notice can be made to: SDET, Worthing High School, South Farm Road, Worthing BN147AR or email dpo@worthinghigh.net subject 'Data protection request'.

This policy was last reviewed in April 2021. We keep this policy under regular review.