

# Data Protection Statement

## Alumni



This statement explains how Trafford and Stockport College Group (the “Group”) collect, use and share your personal information, and your rights in relation to the personal information we hold. The Group is the controller of all personal information held by our Colleges and is subject to the Data Protection Act 2018) and the General Data Protection Regulation (GDPR).

This statement concerns former students, known as alumni, of the Group. We may collect, use and share your personal information in order to operate our Alumni scheme, share details of your Trafford College education and future successes with our stakeholders and students, and to support our overall objectives to market and promote the work of the Group.

### What data do we collect and use?

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

- Personal information (name, date of birth, address, email, course(s) completed, year(s) of study);
- Destination data (data relating to the positive destinations of alumni).

### Why do we collect and use your information?

We use your information to:

- Track destinations (for monitoring the success of our provision)
- Create and maintain our alumni community
- Establish employer relationships

To achieve this, we rely on (our) legitimate to enable us to deliver our alumni services. In doing so, we will ensure that these interests are balanced against your right over the personal data we hold about you.

We also use your information to:

- Collect case studies for marketing and promotion of the Group
- Conduct marketing campaigns relevant to alumni
- Support lifelong learning

To achieve this, we rely on your consent which can withdraw at any time. You can unsubscribe from our mailing lists and request that we stop processing of this data. If you wish to do so, please either use the unsubscribe option at the bottom of our alumni network emails or contact the Data Protection Officer at [dpo@tscq.ac.uk](mailto:dpo@tscq.ac.uk).

### How long is your data stored for?

We store your information securely and in line with our Data Protection Policy and associated procedures. We hold your information for as long as you are willing to engage in the alumni network and receive communications from us.

If you choose to unsubscribe from our Alumni network, we will retain a small amount of data (Personal information (name, DOB, course(s) completed, year(s) of study) so that we can be sure to respect your wishes in respect of marketing and other communications. Information shared in the public domain, with your consent, may be kept indefinitely, for example in printed copies of a prospectus.

## Will your information be shared?

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We routinely share alumni information with:

- External software suppliers who provide systems to support the management of our data and networks;
- Your previous school(s) to allow them to track destinations and celebrate success

We do not share your alumni information with any other organisations unless it is necessary and in line with the purpose for which it was collected. We will only publish any case studies or stories that you have provided us via the channels you have consented to, which in some cases includes publishing your information publicly.

## How do we protect your data?

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Your data is held securely on the Group's network or in a secure cloud location provided by one of our IT partners. Our databases are accessible to those colleagues who need to use information in their day-to-day activities or as part of our arrangements to keep students safe.

All colleagues have completed the Group's data protection training programme and receive regular updates to keep their knowledge and understanding up to date. The Group ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

The Group ensures that appropriate data sharing agreements and procedures are in place prior to sharing your personal data with any partners.

## What are your rights?

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The Data Protection Act (2018) and General Data Protection Regulations (GDPR) give individuals a number of specific rights in relation to their personal information. You have the right to:

- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
- Request access to the information we hold about you (Subject Access Request);
- 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 (please note we have no such systems);
- In certain circumstances, have inaccurate personal data rectified, erased or destroyed; and/or

Please contact the Data Protection Officer if you would like to discuss any concerns: [dpo@tscg.ac.uk](mailto:dpo@tscg.ac.uk).

## Contacting the Trafford and Stockport College Group

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You will find up to date information about our Data Protection Officer, how to make a request for your personal information, and other useful information about Data Protection on our website : [Data Protection - The Trafford & Stockport College Group \(tscg.ac.uk\)](https://www.tscg.ac.uk/Data-Protection-The-Trafford-&-Stockport-College-Group)

You can also write to the Data Protection Officer at [dpo@tscg.ac.uk](mailto:dpo@tscg.ac.uk) or:

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Data Protection Officer  
Trafford and Stockport College Group  
Manchester Rd  
Timperley  
Altrincham  
WA14 5PQ

## **Where can you find out more information?**

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If you have a concern relating to the way we are collecting or using your personal data, we would always ask you to raise your concern with us in the first instance. You can e-mail the Data Protection Officer at [dpo@tscg.ac.uk](mailto:dpo@tscg.ac.uk). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint>.