

PRIVACY NOTICE – ALUMNI DATA

Data controller: European School of Osteopathy (“ESO”)
Boxley House
Maidstone
Kent ME14 3DZ
Tel. No. 01622 671558

1.0 INTRODUCTION

This Privacy Notice explains how we will collect and process personal data in respect of our Alumni. The ESO is committed to being transparent about how it collects and uses that data and to meeting our data protection obligations under the General Data Protection Regulations (“GDPR”).

2.0 WHAT INFORMATION DO WE COLLECT?

Once you have completed your studies with us, we retain a certain amount of information for inclusion on our Alumni database. Some of the information we retain will have been provided by you directly during your studies and some gathered after you have graduated, from third parties sources. By way of example, this data includes:

- your name, address and contact details, including email address and telephone number;
- your year of graduation and award;
- your registration status (if practising in the UK);

3.0 HOW DO WE COLLECT YOUR DATA?

The ESO will collect data in a variety of ways:

- information you provide to us while studying at the ESO;
- information you provide at graduation;
- from third parties, such as the General Osteopathic Council Register of Osteopaths

4.0 THE LEGAL BASIS FOR PROCESSING AND STORING ALUMNI DATA

We have a legitimate interest to process and store your data as part of our strategic aims and to underline your life-long association with the ESO. The database provides a record of your relationship with the School, enables you to access alumni benefits and helps provide a reference point for admissions purposes. It also allows for direct communication and continued involvement

through outreach activities, alumni engagement and reunion. Your data will be treated with respect and used in accordance with data protection legislation; it will not be used for anything you wouldn't reasonably expect.

5.0 WHO WILL WE SHARE YOUR DATA WITH?

We will not sell your personal data to third parties or share it for any commercial purposes. We will not usually share your information with external parties, except in the following circumstances:

- Where you have given us permission to do so;
- Where we are required to do so by law;
- To Government departments/agencies where we have a statutory obligation to provide data e.g. Higher Education Statistics Agency (via Bucks University);
- To third parties engaged by the ESO as data processors, such as mailing houses for large scale alumni communications;
- With current or potential employers to enable us to provide references on your behalf.

6.0 HOW LONG WILL YOUR DATA BE RETAINED?

Alumni data will be held indefinitely in support of your lifelong relationship with the ESO or until you request us to do otherwise. Data will be subject to two yearly reviews, when you will be reminded of your right to erasure.

Please note: Personal data collected as part of the application process and information relating to your time as an ESO student will be retained for a period of 6 years following the end of your studies – please refer to the 'Privacy Notice – Students (Prospective & Current)' for more information.

7.0 PROTECTING YOUR DATA

The ESO takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by:-

- our employees in the proper performance of their duties;
- external data processors, such as mailing houses; and
- our external IT consultants but only at our request and only to ensure specific IT support measures are enabled.

Please refer to our Information Technology Policy for further information.

8.0 YOUR RIGHTS

Under the General Data Protection Regulations, you have the following rights:

- To be informed about the collection and use of your personal data
- To access and have copies of your personal data
- To require the ESO to amend your data if it is incorrect, or complete it if it is incomplete
- To have your personal data erased when, as an example, it is no longer required, or the processing no longer has a legal basis. Please note there are exceptions such as when the processing must continue by law or it is in the public interest

- To request that the ESO restricts the processing of your personal data. This will only apply in specific circumstances and for a set period
- To data portability such that we will provide you with the personal data we hold about you so that you may transfer it to another data controller
- To object to the processing of your personal data unless we can evidence legitimate grounds to continue processing

Please note that we do not carry out any automated decision making (including profiling) of personal data.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner via <https://ico.org.uk/make-a-complaint/>.

9.0 KEEPING US UPDATED

Please do keep us informed of any changes to the information we hold about you. You can do this by emailing alumni@eso.ac.uk.

If you have any questions about this Privacy Notice or how we process your personal data, please contact a member of the ESO Executive Team.