

Privacy Notice: Company Alumni

Date Created:

19th September 2018

Last Reviewed:

Privacy Notice for Company Alumni

Eacotts (the “Data Controller”) cares about the rights of the people we work with, and we intend to comply fully with all Data Protection Legislation, including the General Data Protection Regulation, the Privacy and Electronic Communications Regulation, and the Data Protection Act 2018.

This Privacy Notice to inform you about our processing activities, to fulfil our obligation to be transparent with you and enable your rights to control your own Personal Data.

We have more general policies to govern our approach to Data Protection, which can be found <[here\(link\)](#)>.

This Privacy Notice applies only to our Company Alumni – those who are former colleagues and who have agreed to be added to our Company Alumni database.

What categories of Personal Data do we process?

We process the following kinds of information in relation to these Data Subjects above:

- Name
- Address
- Email Address
- Work Address

Why do we process this information?

We use the personal information specified above only on the basis of consent, so we can maintain friendly contact with our former colleagues who are happy to be contacted.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Where did we collect this data from?

We collected this information from you directly, either during your employment with us – or when you filled out one of our Alumni membership forms.

Are you under any obligation to provide the Personal Data?

Where we process your Data on the basis of consent, you are under no obligation to provide the information.

Who do we share this information with?

We will share your personal information with other entities in our group ie those entities under the control of the Eacotts partnership as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data.

Your information may be processed by one of our third party service providers, who process Personal Data on our behalf and under strict instructions These will include:

- Outsourced IT administration
- Data protection consultancy
- Web-based software platforms
- Services for the hosting of our website and mailing lists

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service

providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

How long do we keep this information?

We will retain your Personal Data only until you withdraw your consent, but we appreciate that a person rarely consents to their personal information being processed indefinitely, so we will offer you the ability to withdraw your consent each time we contact you. We will also contact you after long periods of non-contact to ask if you are still happy for us to process this data.

More information about our retention periods can be found in our Retention Policy and Schedule, which is available on request.

How do we keep this information secure?

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

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

What rights do you have?

Data Subjects are entitled to request that we erase, restrict, rectify or provide you with a copy of the data we hold, and may object to processing activities.

Where we process Personal Data on the basis of Consent, the Data Subject may withdraw their Consent in respect of the particular processing activity at any time.

It is our policy to fulfil any such request within the statutory period of one month unless there is a compelling legal or contractual obligation which prevents us from doing so.

To make any such request please contact our officer responsible for data protection whose contact details are Jeffrey Smith, jeffreysmith@eacotts.com, Eacotts, Grenville Court, Britwell Road, Burnham, Bucks, SL1 8DF 01628 665432

You also have the right to lodge a complaint with the UK's data regulator, the Information Commissioner's Office. Visit www.ico.org for more information.

Our contact information

Eacotts
Grenville Court
Britwell Road
Burnham
SL1 8DF
01628 665432
services@eacotts.com