



Parkside Federation Academies Friends and Alumni Fund

PRIVACY NOTICE

This statement explains how the PFA handles and uses data we collect about our alumni, friends and supporters.

Any personal data is stored securely, we are committed to making sure that all data is held and processed in accordance with the Data Protection Act 1998.

How your data is used by the PFA

- to communicate School publications to you,
- to invite you to events or to advise you about any benefits and fundraising priorities,
- to promote the alumni and other PFA events and
- to promote other services open to our members.

Communications may be sent by post or by electronic means.

Personal data may include

- name, gender and date of birth,
- your contact details and communication preferences,
- your education history and employment,
- records of communications and interactions we have had with you.

We do not sell your personal data to third parties under any circumstances.

Access to personal information

Parkside Federation Academies tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If 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 to Parkside Federation Academies for any personal information we may hold you need to put the request in writing to the address provided below:

Mrs P O'Grady, Parkside Federation Academies, Parkside, Cambridge CB1 1EH

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes.