

PRIVACY NOTICE FOR ALUMNI

Who we are

For the purposes of Data Protection legislation, the School is the Data Controller. This means it is in charge of personal data about you.

The postal address of the School is: École Jeannine Manuel, 43-45 Bedford Square, London, WC1B 3DN.

The Data Protection Officer for the School is Aisha Rahman. She can be contacted by email at dpo@jmanuel.uk.net.

In this notice 'we' and 'us' means the School.

How we use your information

We process personal data relating to Alumni of the School. This is to be able to share news about the School with you after your graduation, and to remain in touch with the school community on a wider scale.

This personal data includes identifiers such as names, contact details, and any personal information deemed relevant to our purposes, such as information about the studies you have chosen to pursue after your time at Ecole Jeannine Manuel, and your eventual career path.

You will know about this because you will have supplied us with the relevant information.

Collecting and using your information in this way is lawful because the processing is necessary for the purposes of the legitimate interests pursued by the School.

How we share your information with third parties

We do not currently share your information with any third party and will not do so without your consent unless the law allows us to.

How long we keep your personal information

The School has retention policies in place to ensure we only keep your personal data for as long as we need it or for as long as we are required by law to keep it.

Your rights

You have the right to:

- Ask for access to your personal information;
- Ask for rectification of the information we hold about you;
- Ask for the erasure of information about you;
- Ask for our processing of your personal information to be restricted;
- Data portability;
- Object to us processing your information;
- Withdraw consent after it's been given.



If you want to use your rights, for example, by requesting a copy of the information we hold about you, please contact:

Aisha Rahman (DPO) - dpo@jmanuel.uk.net
Ecole Jeannine Manuel UK
43-45 Bedford Square
London, WC1B 3DN

More information about your rights is available in our data protection policy which can be found on our website.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.