



## Cambridge Academic Partnership Friends and Alumni Fund

### Privacy Notice - How we use your personal data

Under data protection law, individuals have a right to be informed about how the Trust use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Cambridge Academic Partnership, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Katrina Amabile (see 'Contact us' below).

#### The personal data we hold

Personal data that we may collect and use about you includes, but is not restricted to:

- Personal information (such as name, telephone number, email and mailing address)
- Previous schools attended
- Occupation

#### Why we use this data

We may use this data to:

- Send communications to you about our news and activities
- Invite you to CAP or alumni events
- Advise you about any benefits and fundraising priorities

#### Our legal basis for using this data

We will only collect and use your personal data where you have given us consent to do so. This consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

#### Data sharing

Your data is stored electronically and kept secure at all times. We do not share information about you with any third party.

#### Requesting access to personal data

Under the current Data Protection regulation, you have the right to request access to information about you that we hold. To make a request, please write to Katrina Amabile, Data Protection Officer, [dpo@cap.education](mailto:dpo@cap.education)

For more information please refer to guidance on the website of the [Information Commissioner's Office](#).

You also have the right to:

- 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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer (see below).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Katrina Amabile  
Cambridge Academic Partnership  
Coleridge Community College, Cambridge, CB1 3RJ

Email: [dpo@cap.education](mailto:dpo@cap.education)