

Queen Alexandra Charity Privacy Notice

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

1. Introduction

Queen Alexandra Charity (QAC) is committed to protecting your personal information and respecting your privacy. This notice explains how we collect, use, store, and share your personal data in line with UK GDPR and the Data Protection Act 2018. QAC is the data controller for the personal data it processes. In some cases, we may work jointly with partner organisations, and responsibilities for processing will be clearly defined.

2. Your Data Protection Rights

You have the right to access, correct, erase, restrict, or object to the processing of your personal data. You also have the right to data portability and to lodge a complaint with the Information Commissioner’s Office (ICO).

3. What Personal Data We Collect

We collect contact details, health and medical information, education records, financial data, and identifiers such as NHS number, UPN/ULN. We also collect sensitive data, such as ethnicity, religion, and disability status. If we receive personal data indirectly, we record its source and category and provide notice within one month.

4. How We Use Your Data

Your data is used to deliver education, care, therapy, and residential services; manage fundraising and donor relationships; comply with legal obligations; and improve our services.

5. Legal Basis for Processing

We process personal data based on consent, contract, legal obligation, or legitimate interest. Sensitive data is processed under substantial public interest or health grounds.

6. Who We Share Your Data With

We may share personal data with local authorities, NHS, DfE, examination bodies,

fundraising platforms, IT providers, and other partners under data sharing agreements, depending on whose data it is.

7. Fundraising and Communications

Donor data is used to manage campaigns, process donations, and send communications. Profiling may be used to tailor engagement. All marketing and electronic communications are sent only with consent, and you can change your preferences or withdraw consent at any time.

8. Children's Data

We obtain parental consent before processing data for anyone under 18. Extra care is taken to protect children's information and ensure transparency.

9. Data Retention

We keep personal data **only for as long as necessary** for the purposes it was collected. Typical retention periods are outlined below:

Type of Data	How Long We Keep It	Why / Legal Basis
Student records (general)	Until the student turns 25	Safeguarding and historical records
SEN / EHCP records	Until the student turns 25	Statutory SEN requirements
Exam results / certificates	6 years after the exam (core achievement data may be retained indefinitely)	Administration, verification, and alumni reference
Staff personnel files	6 years after employment ends	HR records and potential legal claims
Payroll / pension records	6 years	Tax, National Insurance, and pension compliance
DBS / safeguarding checks	Duration of employment + 6 years (DBS certificates not retained)	Safeguarding compliance and safer recruitment requirements
Financial / accounting records	6 years	HMRC and Charity Commission requirements
Gift Aid / donation records	6 years	HMRC compliance

Safeguarding / child protection files	Until the individual turns 25 (or longer where required)	Statutory safeguarding requirements and legal protection
Volunteer / apprentice records	6 years after relationship ends	HR, safeguarding, and health & safety compliance
Health records (staff or students)	6 years after leaving (or longer where required)	Occupational health, medical, and legal compliance

*Retention periods are reviewed regularly and may be extended where required for **legal, safeguarding, or regulatory reasons**. Once retention periods expire, data is securely deleted or anonymised.*

Extended Retention for Safeguarding and Historical Records

Some student records, such as safeguarding files, SEN/EHCP plans, and other critical information, may be kept **for much longer than the standard periods**, sometimes for several decades. This ensures:

- Records are available for **safeguarding or child protection purposes**.
- Evidence is preserved if a former student raises a **legal or historical claim**.
- Compliance with guidance from educational authorities and sector best practice.

Even when kept long-term, these records are **securely stored** with restricted access to protect your privacy.

10. Data Security

We protect data through access controls, encryption, and staff training. We are certified under Cyber Essentials Plus.

11. Automated Decision-Making / Profiling

We do not make decisions based solely on automated processing that have legal or significant effects. Where automated profiling is used, we explain the logic, significance, and potential consequences.

12. IT Monitoring, Cookies, and Online Tracking

We monitor IT systems to maintain security and compliance, including web filtering and usage logs. Our websites use cookies and online tracking tools. Information on cookies, their purpose, and how to manage consent is on the Data Management Policy.

13. International Data Transfers

We do not store or transfer your personal data outside Europe.

14. Contact and Complaints

Questions or requests about your data can be sent to:

**Data Protection Officer, Queen Alexandra College, Court Oak Road, Birmingham
B17 9TG**

Email: ebryan@gac.ac.uk

Telephone: 0121 428 5050

You can also contact the ICO:

<https://ico.org.uk>

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113