

PRIVACY NOTICE

Alumni

1. Identity and contact details of the Data Controller

The University of Gloucestershire is registered with the Information Commissioner's Office as a Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation.

A copy of this registration can be found [here](#).

2. Contact details of the Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer at:

Data Protection Officer
University of Gloucestershire
Registrar's Directorate
Fullwood House
The Park
Cheltenham, GL50 2RH

Email: dpo@glos.ac.uk

3. What information do we collect about you?

- Biographical information (including name, titles, gender, date of birth).
- Contact details (including address, email address, phone numbers, social media profiles).
- Information about your time at the University of Gloucestershire (including education details, hall affiliations, memberships of clubs and societies and details of placements, prizes and scholarships).
- Employment details (including positions held, organisations worked for, areas of responsibility, contact details, income).
- Your relationships (including spouse/partner, friends, family, university staff, other alumni and organisations).
- Communications sent to you by the University or received from you.
- Donations to the University (including gift aid status and if donating by Direct Debit or standing order your bank details). We do not store credit or debit card numbers.
- Volunteering on behalf of the University (for example mentoring).
- Events you have attended.
- Media articles that you have featured in.
- Hobbies and interests.
- Dietary and mobility/access requirements.

4. How will your information be used?

We use your data to communicate with you via post, email and phone about the University of Gloucestershire. This includes invitations to reunions and other events, news and updates from the University and fellow alumni, further study opportunities, fundraising materials and information about how you can continue to support the University of Gloucestershire, and how the University can support you.

To try and make sure we are sending you communications that are relevant and of interest we may analyse and group data using a range of factors including demographic, geographic, education, employment details and details of past engagements. If sending fundraising materials we analyse and group data to try to ensure that we do not ask you for an inappropriate amount or for projects that are not of interest.

Other academic departments (for example the school or department you studied in) and professional services (for example the Careers Network) may also wish to contact you from time to time or to find out more about specific groups of alumni. A typical example would be identifying amongst our alumni how many professionals there are working in a particular sector. Where this is the case we work with departments to provide them with up-to-date data and manage the sending of any associated communications.

We may publish details including your name, subject of study and year of graduation in class lists, donor lists and event attendance lists on our alumni website or in printed publications (for example 'Your Gift'). We will not publish your contact details.

5. What is our lawful basis for processing your personal data?

In accordance with the University's Student Privacy Notice, we have a legitimate interest to process your personal data because it is necessary for the performance of our tasks carried out as an alumni office, for;

- alumni activities
- fundraising

Individuals are free to withhold consent without detriment at any time.

6. Who your personal information is shared with?

We may make data available to academic and administrative University departments, recognised alumni societies, sports and other clubs associated with the University, and to agents contracted to the University for alumni-related projects.

The University sometimes uses third party suppliers to carry out activities on our behalf (for example, mailing houses and event venue providers). When this is the case, we will ensure there are written contracts in place governing the usage of personal data.

As required by law, the University may also provide information to organisations such as Higher Education Statistics Agency (HESA) or organisations operating on their behalf. If you Gift Aid your donations, we are also required to share details with HMRC.

We will not share your contact details with other Alumni unless you give us permission to. Similarly if you want to get in contact with a former classmate, we may be able to send a message to them on your behalf but will be unable to share their details with you.

7. Transfers to third countries and safeguards in place

Your data is held in a secure database with controls in place to limit who has access to it.

In certain cases (such as overseas alumni groups) this may involve transferring your data outside the European Economic Area. In these instances we will ensure that an adequate level of protection is in place for the processing of your personal data.

8. How long will your information be held?

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected in accordance with the University's Records Retention Schedule.

On conclusion of your studies, your core student record data (including name, date of birth, attendance dates, award etc.) will be kept indefinitely, i.e. it will become a permanent historical record. This data is retained in order to provide a record of your registration as a student and your achievements at the University, to allow us to respond to requests for information from graduates and other leavers, and to report on attendance and performance or any other relevant aspect of the student body either at course, School, or University level.

Some anonymised information may also be retained for statistical purposes.

9. What are your Rights?

Under Data Protection Legislation you have the following rights:

- to request access to, and copies of, the personal data that we hold about you;
- to request that we cease processing your personal data;
- to request that we do not send you any marketing communications;
- to request us to correct the personal data we hold about you if it is incorrect;
- to request that we erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Any requests or objections should be made in writing to the University's Data Protection Officer, contact details are in Section 2 of this Privacy Notice.

10. How to make a complaint

If you have queries, concerns or wish to raise a complaint regarding the way in which your personal data has been processed you should contact the Data Protection Officer in the first instance, using the contact details under Section 2 above.

If you still remain dissatisfied, then you have the right to apply directly to the Information Commissioner's Office (ICO) for a decision. The ICO can be contacted at:

Information Commissioner's Office,

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk