

Version Number	Purpose/Change	Author	Date
1.0	To create a central depository of Privacy Notices managed by DG Team – minor changes from previously published version-December 2022.	Data Governance Team with Alumni Relations and Development Team	April 2023

## Privacy Notice for Alumni Relations and Development Team

### Privacy Statement

The General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (and, where applicable, EU GDPR) governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of GDPR, and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data,
- what your rights are under GDPR, and
- how to contact us so that you can exercise those rights.

We keep our privacy policy under regular review. Any changes we make to our policy in the future will be posted on this page and, where appropriate, notified to you by email or post.

Please check back frequently to see any updates or changes to our privacy policy.

### Data protection principles

- We will comply with data protection law and principles, which means that your data will be:
- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

**This Privacy Notice relates to Alumni Relations and Development Team**

## Who are we

The University of Suffolk is an institution dedicated to transformation – transforming individuals, our community, our region and beyond. Education, training and research are powerful tools to support transformation and change and to fulfil these obligations the University collects, stores, processes and shares personal data.

The Alumni Relations and Development Team are committed to protecting your privacy, keeping your data safe and not doing anything with your personal data that you wouldn't reasonably expect. The Alumni Relations and Development Team supports the University through establishing and growing relationships with stakeholders, developing and growing our Alumni Community, and raising philanthropic funds to enhance opportunities for our students, staff and local communities. The team report directly to the Business Engagement, Careers and Employability Directorate.

This privacy notice makes you aware of how and why your personal data will be used as Alumni of the University of Suffolk (previously known as University Campus Suffolk), and how long it will usually be retained for.

The University of Suffolk is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

## Our Lawful basis for using the data is/are:

- Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller – e.g. to complete the Graduate Outcomes Survey
- Necessary for the pursuit of the University's legitimate interest of helping the University to achieve its strategic objectives through philanthropic donations
- Necessary for the pursuit of the University's legitimate interest of effective communication with Alumni, Honorary Graduates and Fellows, stakeholders, current and potential supporters; providing and promoting benefits and services to these parties
- Necessary for the pursuit of the Alumni's legitimate interest of effective communication with the University.

## How your data is collected

- If you studied at the University, we process your personal data during your time as a student as outlined in our [Student & Applicant Privacy Notice](#).
- If you are a supporter of the University we store and process data that you provide to us as outlined when you provided us this information e.g. when attending an event.
- We may also collect, store and process personal data derived from publicly available sources e.g. LinkedIn, Twitter, Companies House etc.
- Alumni can manage and update their own details via our website. By doing so you are providing consent to update our records and communicate with you using that information. Any update provided in this way will overwrite previous contact details and communication will continue with your previous preferences and new contact details unless otherwise updated.

## The data we hold about you and how it is used

Generally, the processing of your personal data is to improve your experience and engagement with the University.

The Alumni Relations and Development Team will contact you through the channels to which you have consented. These may include, but are not limited to: email, post, social media and telephone.

## Your data will, or may, be shared with the following recipients or categories of recipient:

Within the University, access to alumni data is restricted to those who need it in order to carry out their role in relation to delivering our alumni and development activities.

External companies have been engaged to collect, store and process personal data on our behalf e.g. our Customer Relationship Management solution. However, we only share data that is relevant and proportionate and contracts with these companies have been reviewed for data compliance.

We need to disclose personal and special category 'sensitive' personal data to some external bodies as part of our statutory functions as required by law. These organisations are Data Controllers for your data, except where explicitly stated otherwise. Under these conditions, your data may be provided to organisations including but not limited to:

Individual/Category of Recipient	Details and linked documents
Third Parties engaged by the University to provide services to the Alumni Relations and Development team	Third parties engaged with the University may have their own Data Governance procedures and these should be observed when using them. Organisations processing personal data on the University's behalf are also bound by the GDPR and the University has sought assurances from these organisations to ensure they are aware of their obligations under the GDPR and resulting legislation.
Event venue providers	A variety of venues used and privacy notices of these are to be considered when using/visiting.
The Office for Student (OfS)	<a href="#">OfS Privacy Notice</a>
The Charity Commission	<a href="#">Personal Information Charter</a>
HMRC – as required for Gift Aid purposes	<a href="#">HMRC Privacy Notice</a>
Internal and External Auditors or Regulators	During monitoring procedures, the University undertakes audits assessing the quality and reliability of processes and procedures.
Higher Education Statistics Agency (HESA)	<a href="#">HESA Privacy Notice</a>
The Fundraising Regulator	<a href="#">Fundraising Regulator Privacy Notice</a>

## How your data is stored internally

Generally, information you provide to us is stored on our secure servers, or on our cloud-based systems. These are located within the UK or in countries/areas which are considered to have adequate privacy and information security provisions, such as the European Economic Area (EEA). However, there are times when we will need to store information outside these locations to fulfil our purposes and where we do, we will carry out transfer risk assessments to ensure that appropriate security measures are taken to protect your privacy rights. This may mean imposing contractual obligations on the recipient of your personal information where no other relevant safeguards exist. Technical measures such as encryption will also be considered.

The University is required under data protection legislation to keep your information secure, and measures are in place to prevent unauthorised access and disclosure of your information. Only relevant members of staff who require access to your records will be authorised to do so. Systems and electronic files are subject to password restrictions and other security measures. Any paper files will be stored in secure areas with controlled access.

Some processing of your information may be undertaken on the University's behalf by third party organisations. Organisations processing personal data on the University's behalf are also bound by the GDPR and the University has sought assurances from these organisations to ensure they are aware of their obligations under the GDPR and resulting legislation.

## How long is the data kept for?

We retain your data indefinitely in support of your lifelong relationship with the University as an Alumni. Exceptions to this include: your objection to the use of your data (see below for how to exercise this right) or until we no longer have a legal basis for holding the category of data.

## Data Subject Rights including withdrawing consent

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data.

The GDPR gives you the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability

- The right to object
- Rights in relation to automated decision making and profiling

All personal data will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If you have any queries or concerns about the use of your personal data regarding your graduation ceremony including withdrawing your consent, please contact the University Data Protection team using the details below

[datagovernance@uos.ac.uk](mailto:datagovernance@uos.ac.uk)

or

Data Governance Team

Fifth Floor

Waterfront Building

University of Suffolk

Neptune Quay

Ipswich Suffolk

IP4 1QJ