

## **Newman University**

### **Privacy Notice - Alumni Office**

#### **Purpose of this Privacy Notice**

This Privacy Notice explains how we, **Newman University of Genners Lane, Bartley Green, Birmingham B32 3NT** (the “**University**”), telephone number: **+44 (0)121 476 1181**, process the personal data our Alumni Office collects from our alumni.

We are the data controller for personal data relating to you that we process.

This Privacy Notice explains how we will process your personal data.

The current version of this Privacy Notice can be found at [www.newman.ac.uk/alumni-privacy-notice](http://www.newman.ac.uk/alumni-privacy-notice). This Privacy Notice will be kept under review. Any changes will be updated on our website and communicated to you as appropriate. This Privacy Notice was last updated in March 2018

#### **Your personal data**

We hold a range of personal data about you, which you have provided to us direct. The majority of the personal data that we hold is information collected during your time as a student, which is transferred from your student record to the University’s alumni database when you graduate. Examples of categories of personal data which we hold include: details of the courses you completed and your academic performance at the University, your date of birth and contact details.

#### **The purposes for which we process your personal data**

We only process data for specified purposes and if it is justified in accordance with data-protection law. In general terms, we process your personal data for the purposes of fundraising, alumni communications and related services by the Alumni Office. More specifically, these alumni activities may include:

- sending you publications (e.g. alumni magazines and email newsletters about the University and fundraising).
- inviting you to alumni events, reunions and University events.
- providing you with information about University services and internal benefits for alumni.
- providing you with information about the external benefits for alumni.
- providing you with information about job vacancies and career development opportunities.
- providing you with information about further study opportunities, including postgraduate fee discounts.
- providing you with information about volunteering opportunities. We facilitate communication between individual alumni with providers of volunteering opportunities, but in doing so we do not release personal contact details without your consent.
- inviting you to re-connect with former classmates. We facilitate communication between individual alumni, but in doing so we do not release personal contact details without your consent.
- conducting alumni surveys and requesting participants for academic research.
- administrative purposes (e.g. to keep your personal data up-to-date, processing feedback or to

administer an event you have registered for or attended).

There may be other processing in addition to the above, for example, when you access our website which uses cookies or when we take photos of our events and publish them. This is done on the basis of our policies and we will inform you about such processing at the time when the data is obtained or as soon as reasonably possible thereafter.

### **The legal basis for processing your personal data**

The legal basis for processing your personal data for the purposes set out above is that it is necessary for the pursuit of our legitimate interests in marketing, fundraising and maintaining an alumni network.

In addition, we may undertake some processing for the performance of tasks carried out in the public interest or in the exercise of our official authority, for example the completion of Destinations of Leavers from Higher Education/ Graduate Outcomes survey.

### **Recipients of personal data**

On occasion we may need to share your data internally and with third parties. The following table lists what information we may share with whom.

<b>Recipients</b>	<b>Data which we may share with them</b>
Our staff in the Alumni Office	Contact details, course information, and, where necessary for the implementation of reasonable adjustments and/or the provision of other support and subject to your consent, health information.
Our administrative/ IT staff associated with alumni activities	Contact details, course information, and, where necessary for the implementation of reasonable adjustments and/or the provision of other support and subject to your consent, health information.
Event providers	Accessibility and assistance requirements and related information.
Employment providers	Your CV and course information.
Volunteering providers	Your CV as well as any accessibility and assistance requirements and related information.
Third parties engaged by the University to provide alumni and fundraising related services	Contact details and course information.
Data processors i.e. third parties who process personal data on our behalf e.g. software providers	Contact details and course information.

## **How we protect your personal data**

Your personal data is held securely on the University's alumni database, which is accessible by a limited number of staff.

We ensure we have appropriate data sharing agreements in place before sharing your personal data.

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

Any transfers of your data overseas (outside of the European Union) are protected either by an 'adequacy decision' by the European Commission (declaring the recipient country as a 'safe' territory for personal data) or by standard contractual clauses adopted by the European Commission.

## **Retention of data**

We will retain your data indefinitely in support of your lifelong relationship with the University or until there is no longer a legal basis for holding it or you object to the use of your data for direct marketing purposes.

## **Your rights as a data subject**

As a data subject, you have the following rights in relation to your personal data processed by us:

- to gain access to your personal data;
- to rectify inaccuracies or where appropriate, given the purposes for which your data is processed, the right to have incomplete data completed;
- to have your personal data erased. This is a limited right which applies, among other circumstances, when the data is no longer required or the processing has no legal justification. There are also exceptions to this right, such as when the processing is required by law or in the public interest;
- to object to the processing of your personal data for marketing purposes;
- to object to the processing of your personal data when such processing is based on the public interest or other legitimate interests, unless we have compelling legitimate grounds to continue with the processing;
- to restrict the processing of your personal data. This is a limited right which will apply in specific circumstances and for a limited period; and
- to ask for the transfer of your data electronically to a third party.

If you ask us to delete your personal data, we will continue to maintain a core set of personal data comprising very brief information to ensure that we do not inadvertently contact you in future. We may also need to retain some financial records for statutory purposes.

### **Exercising your rights, queries and complaints**

For more information on your rights, if you wish to exercise any right or for any queries you may have or if you wish to make a complaint, please contact our **Data Protection Officer**:

Lee Lawrence - Compliance Officer

Address: Newman University, Genners Lane, Birmingham, B32 3NT

Email: [DPO@newman.ac.uk](mailto:DPO@newman.ac.uk)

Telephone: 0121 476 1181 ext 3662

### **Complaints to the Information Commissioner**

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on the ICO's website <https://ico.org.uk/>.