



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,



How your data is collected

- x 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](#).
- x 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.
- x We may also collect, store and process personal data derived from publicly available sources e.g. LinkedIn, Twitter, Companies House etc.
- x 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 provided your contact details.



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)	OfS Privacy Notice
The Charity Commission	Personal Information Charter
HMRC – as required for Gift Aid purposes	HMRC Privacy Notice
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)	HESA Privacy Notice
The Fundraising Regulator	Fundraising Regulator Privacy Notice



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 (wh)1 4(i)2 (e)5 ou 0a(lou)-y and



- x The right to object
- x 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

or

Data Governance Team

Fifth Floor

Waterfront Building

University of Suffolk

Neptune Quay

Ipswich Suffolk

IP4 1QJ