

University of Strathclyde

Alumni and Development – Privacy Notice

Published 13th March 2017

1. Connecting with Strathclyde

The University of Strathclyde is a leading international technological university and we are proud to have a global network of alumni and supporters.

We want to stay in touch and deepen links with the Strathclyde family at home and around the world. The University aims to keep in touch with all alumni, provide services to them, seek their support and maintain relationships with non-alumni friends, donors and potential donors.

The University is committed to protecting your personal information in accordance with the laws concerning data protection and personal information. This privacy policy explains how your personal information is processed and used by the University.

2. Why we collect your information

Your information is used by the University to better understand how we can help you and how you might support Strathclyde. Collecting your information helps to inform our alumni relations and fundraising programmes and ultimately allows us to better support our alumni and advance the University.

If you agree, the University will contact you about new developments and news concerning the University and some examples include:

- alumni surveys
- details of alumni activities and programmes
- activities of academic and administrative departments
- fundraising programmes or campaigns
- promotion of benefits and services including affinity products

3. Using your information

The security of your data is important. Strathclyde will never sell your data. We will also never share your data with anyone to use for their own purposes unless disclosure is permitted or required by law.

The University may engage third parties to undertake marketing or fundraising projects on our behalf. Any such companies are acting as agents of the University and the University retains full responsibility for your personal data. Any transfers of data will be done securely and in accordance with best practice and in compliance with the Data Protection Act 1998.

The place of useful learning

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

Where necessary, to assist with the organisation and security of an event we may pass attendee names and University education details i.e. year and subject of study, to the event organiser, this may include alumni groups. Only your name and education details will be passed on, no personal contact details will be shared.

4. Information we collect about you

We hold information from your time at University and this includes your contact details and education history. Strathclyde also records personal information that you give us and your interaction with the University e.g. registering for an event, making a donation, professional activities or updating your details.

The University may also source information about you from recognised third parties such as the Post Office's National Change of Address database. This can include information such as your name, postal address, email address, phone number. This helps us to make sure we have the most up-to-date information.

We may add publicly available information if we believe you could have an interest in supporting the University at a higher level as a major donor. We may use this to create a profile of your interests, preferences and level of potential donations so that we can contact you in the most appropriate way and with the most relevant information.

Digital tools may be used to monitor the impact of our communications, such as email tracking to record when an email is opened.

Any sensitive personal data (i.e. data relating to physical disabilities) will only be held if it has been provided by you for a specific purpose (e.g. event planning).

Please note that we do not store any credit/debit card details.

5. Communicating with you

We want to communicate with you in a way that meets your needs and requests. Communications may be sent by post, telephone or electronic means, depending on the preferences you have indicated.

If you wish to alter how you receive communications or you wish to stop receiving communications altogether, you can change your preferences via the Strathclyde Online Community (for registered users).

You can also click on the relevant link at the bottom of any email, or contact the Alumni and Development Office by any of the contact methods below.

6. Access, data sharing and disclosures

Authorised personnel within the University will be able to access the information we hold about you.

We also work with carefully selected partners who carry out work on our behalf. These partners will be acting on behalf of the University, for the purposes set out in this privacy statement or for purposes approved by you. Some examples include mailing houses and research agencies.

Carefully selected partners working on behalf of the University will never use your data for non-Strathclyde purposes.

Unless required or permitted to do so by law, we will not otherwise share or distribute any of the information you provide to us without your consent.

7. Strathclyde Alumni Online Community

Strathclyde Alumni Online Community is a service provided free of charge for University of Strathclyde alumni. Users can amend their preferences in relation to communications received via the Online Community. For full details of the Terms and Conditions of use you should see www.alumni.strath.ac.uk/privacy_policy.

8. Your rights and changes to this policy

You can amend the information we hold about you, or your mailing preferences, at any time by calling +44(0)141 548 2773, emailing alumniweb@strath.ac.uk (full contact details in section 9).

If you have any queries, wish to restrict data processing or sharing including use for marketing or do not want to be contacted by the University, please contact us. Please note that minimal information is always retained to make sure you are not contacted again inadvertently. For both alumni and non-alumni, retained data can include contact details and donation information. For alumni, retained data includes: name, subject, matriculation and graduation details and date of birth.

- We will publish any changes we make to this data protection policy on our website (<http://www.strath.ac.uk/alumni/>).
- You have the right to access the personal data which the University holds about you. This is called a Subject Access Request. The University charges a fee to process such a request. Please see <http://www.strath.ac.uk/dataprotection/accessingyourpersonaldata/> or contact dataprotection@strath.ac.uk.
- For further information on the University's policies in relation to Data Protection please see www.strath.ac.uk/dataprotection.
- If you wish to enquire about Alumni and Development Services, this Privacy Policy or the Strathclyde Alumni Online Community, please contact alumniweb@strath.ac.uk.

9. Contact

Alumni & Development Office
University of Strathclyde
Rm 456 McCance Building
16 Richmond Street
Glasgow G1 1XQ, UK
T: +44(0)141 548 2773
E: alumniweb@strath.ac.uk