

## Alumni, Donors and Supporters Privacy Notice

### Development and Alumni Office

The University of Lincoln's alumni, donors and supporters are highly valued members of our community. We hope to continue a lifelong relationship in which you will be actively engaged in the life of the University.

We offer the opportunity for alumni and supporters to stay up to date with the University of Lincoln through a range of communications and events.

We promote a range of ways in which alumni can benefit from the University as well as ways in which we can provide support. This notice provides information about how the University of Lincoln holds and uses personal data about alumni, donors and supporters.

### The Types of Information We Hold

To ensure that the University of Lincoln can continue to engage effectively and appropriately with our alumni, donors and supporters a wide range of personal information is held on our alumni database, Raiser's Edge.

The personal information we hold includes:

our former school and/or university;

- x Your familial relationships (parents, grandparents and siblings);
- x UCAS Number / Student ID
- x Mode of study (e.g. full-time, part-time, distance learning);
- x Academic department and programme of study;
- x Start, end and graduation dates;
- x Reason for leaving, type and classification of degree;
- x Details of any philanthropic scholarships, bursaries or awards that you received
- x Your career details, such as current or previous job titles;

- X Your business contact details including business addresses, emails and phone numbers.
- X Records of your interactions with us (correspondence, notes), including your communication preferences.
- X Details of alumni benefits/services provided to you since completing your course.
- X Details of any outside interests, hobbies or memberships
- X Information from public sources – such as media or social media articles or blogs;
- X Details about your family, as well as details of relationships that we may become aware of, such as; relationships with other alumni, supporters or staff members
- X We will hold details of membership of University committees, boards, councils etc
- X Events you have been invited to, those you attended and those you declined
- X Details of donations of time or money
- X Information you may tell us in relation to potentially leaving us a gift in your Will
- X We may record emails we have sent to you and whether you have opened them or clicked on links within them
- X Information provided by you at University events you may have attended; for example dietary requirements or career details
- X Your history of donations made to the University, whether you are a UK taxpayer and other information to enable us to claim Gift Aid on any eligible donations
- X Your history of any volunteering or expression of interest in volunteering
- X Information about your wealth, including assessments of your ability or willingness to make donations and your willingness to engage and support specific campaigns including details of any public philanthropy and interests, including donations to other organisations and volunteering support.

#### Special Category Data

We may record special category data about you, which is sensitive personal information requiring higher levels of protection.

The special category data that we may hold in your records is your

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### Legal Basis for Processing Your Personal Information

When processing your personal information, the University of Lincoln relies on a combination of Consent, Contract, Legal Obligation or Legitimate Interests as the Article 6 legal bases. Under GDPR, we also rely on the Article 9 condition of 'not for profit bodies' for processing special category data, as stipulated above.

The Legitimate Interests that are being pursued in the processing of personal data are:

- x To establish, maintain and enhance our relationship with alumni in the pursuance of a life-long mutually beneficial partnership that benefits the alumni community and the University's student community;
- x To attract and retain donors and supporters in the pursuance of the University's strategic objectives to generate philanthropic income and to diversify income [w ((d)12 ( ))TJ 3 (c)-1d

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## How We Protect Your Personal Information

Your personal information is stored securely within the University. All University employees, contractors and volunteers that are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality. Access is strictly controlled, staff receive specific training, ongoing user support and subscribe to our guidelines on how to process your data. We e sstricdenti7J 0 Tc 0 Tw 4.3aec receive s0rC478 0 Td [(ng )-dep





You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>. If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

#### How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS. You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.