

Alumni Privacy Notice

This privacy notice is to be read in conjunction with the General Privacy Notice on the University website. This notice applies to all Alumni of Teesside University.

1 **Why your Personal Data is collected?**

When you graduate, you automatically join the Teesside University Alumni community. The purpose of the community is to keep in touch with our former students and to keep you up to date with University news, publications and events, career opportunities and business start-up support, academic and professional development opportunities, fundraising and charitable programmes. You will also be provided with information about the University's Alumni network. We collect information about you which allows us to do this.

2 **What Personal Data is collected?**

To offer you an Alumni service we will use information about you that the University already holds in your student record together with any other information you provide directly to us. Your details will be transferred automatically to the Alumni database.

The information we may process about you includes the following:

- Name, title, gender, nationality, date of birth and name changes.
- Contact details including email, postal address, telephone number, mobile number and links to social media accounts.
- Information from your student record including qualifications of courses studied.
- Your occupation and professional details after study
- Information on the engagement you have had with the University e.g. events attended
- Case study information and associated images, along with a record of the consent you have given us to use this information.

3 **How is your personal information processed?**

Your information will be used to enable us to communicate with you via post, email, telephone, text (SMS), social media or other methods as appropriate. You can opt out of receiving communications which are considered to be marketing by contacting the Alumni team on

alumni.office@tees.ac.uk and you can leave the Alumni Association by completing the online form on the University Alumni web pages [here](#) .

4 Lawful basis

The University relies primarily on the following legal bases to process information about you for the purposes set out in this notice:

- **Public Interest:** Some internal reporting and monitoring, and research, is carried out as part of our public tasks.
- **Legitimate Interest:** This allows us to process personal data where it is in our, or someone else's, legitimate interests to do so and it does not unduly prejudice your rights and freedoms. We rely on this condition amongst other things to communicate with you about our news, services and events.

We also process some information only if you provide your consent, for example case studies and images. It will be clear where we are relying on your consent to collect and use your information because consent will be requested at the time you provide the information. When you are asked for consent, we will explain why we are asking for the information and how we will use it if you choose to provide it. Consent can be withdrawn at any time and we will explain how you can do this in each individual case.

Where we process special category data for the purposes set out in this notice, we rely on consent.

5 Who will my personal data be *shared* with?

The information you have provided will be added to our secure Alumni database, which is password protected and only accessed by Teesside University staff with authority from the Alumni team. Your personal data will be shared internally for the purposes of carrying out the Alumni services and activities. We may share contact details with third party processors for the purposes of sending information to you. We will ensure that any processing agreement incorporates data protection provisions so that you can expect the same level of protection.

We are obliged to share your personal data with third parties for certain statutory purposes. For example, we are obliged to pass your personal data to the Higher Education Statistics Agency (HESA). HESA will contact you 18 months after you leave university in relation to the Graduate

Outcomes Survey. We will communicate with you regularly in the run up to this so that you are fully aware of the purpose of the survey.

If you are an international student we may transfer your personal data to one of our overseas offices (with a view to them contacting you). If we do we will ensure that our overseas offices fully comply with Data Protection Legislation and that your Personal data is kept secure.

The University submits international student and alumni personal data to i-graduate which is a company that tracks and benchmarks student and stakeholder opinions across the entire student journey. The University has a legitimate interest in obtaining feedback from its international students and participates in the International Student Barometer to enable the University to make informed decisions to enhance the international student experience and informs recruitment and marketing strategies. i-Graduate's privacy notice can be found at <https://www.tribalgroupp.com/privacy-policy>

6 Retention of Personal Data

Your association with the University as an Alumni is lifelong. We will therefore hold your Personal data indefinitely unless you ask us to remove it.

7 Rights and responsibilities

Please refer to the University's General Privacy Notice for information about your rights, responsibilities and how to complain.

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