

LEEDS BECKETT UNIVERSITY

ALUMNI RELATIONS PRIVACY NOTICE

The Alumni team at Leeds Beckett University is here to support our alumni, friends and partners, keeping you informed as to what is happening at the university and beyond: engaging with you on relevant activities, which we hope, will be of interest to you. This includes sharing university, alumni and supporter news and activities, events, reunions, fundraising campaigns, networking, career and volunteering opportunities.

In the legitimate interests of the university the Alumni team securely holds data on all graduates of Leeds Beckett University and its predecessor institutions to enable and support your lifetime relationship with us. We will retain your data indefinitely unless you request otherwise. If you are a student, or have studied at the university, your personal data is transferred from your student record to the university's alumni and supporter database when you graduate. This personal data will include: contact details; biographical information; education details; personal information and contact preferences.

We will update the data we hold on you from time to time. For example, if you provide us with new contact details or change your details on our website or social media sites such as LinkedIn. We may also update your contact details by using third party sources/services such as Royal Mail NCOA (National Change of Address). when you complete one of our update forms, volunteer your time, attend an event, make a donation or engage with us in any other way. The personal data that we will update may include: education details; biographical information; contact details; engagement activity; family details; professional activities; business and career details; personal information; and contact preferences.

We have a legitimate interest in using your information for a number of purposes including the following: for statutory and regulatory compliance; for administration purposes; for internal record keeping; to help us plan our activities; and to ensure our communications are relevant and of interest to you. We may also contact you from time to time to ask you to reconnect with our university. In addition, we will ask for your consent to make use of your personal data for the following: to provide you with information about our work or our activities by email; to ask you for your permission to use the story of your experience with the university; to ask you to help us raise money or donate money; to reclaim Gift Aid from HM Revenue and Customs; to facilitate payments made by credit card, direct debit or standing order; for wealth screening and research profiling. We also facilitate communications between individual alumni, but in doing so we do not release personal contact details without prior permission. If you do not wish your data to be used in any of these ways, or you have questions about this, please let us know by contacting alumni@leedsbeckett.ac.uk

Unless we have a legal obligation to do so, we will not disclose your data to individuals, organisations or other entities outside the university other than those, which are completing tasks and providing services to you on our behalf. All UK universities are obliged to give contact details for a sample of recent graduates to HESA (The Higher Education Statistics Agency) in order to conduct a survey of graduate destinations.

You have the right to: understand what personal data is held by us and the origin of that data, as well as to receive a copy of that information; have the information we hold about you updated or amended if this is incorrect; withdraw your consent to receive communications; instruct the university to stop making use of your contact details for direct marketing purposes.

If you ask us to delete your data, we will maintain a skeleton record comprising your name, subject of study, year of graduation, student number and date of birth, to ensure that we do not inadvertently contact you in the future. If you have donated to the university, we may also need to retain some financial record for statutory purposes, for example, Gift Aid.

This alumni relations privacy notice should be read in conjunction with the Leeds Beckett University's student privacy notice and data protection policy, which can be found at <http://www.leedsbeckett.ac.uk/public-information/data-protection/>