



## **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 they can give back their time, expertise, and funding to support the University.

We also engage in relationships with potential and existing donors in the pursuance of the University's strategic objectives to generate philanthropic income and to diversify income streams.

We look forward to continuing a great relationship with you.

### **Purpose of this Notice**

This privacy notice provides important 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 that the University of Lincoln may hold about you will be specific to you, but may include:

- Your name, title, gender preference, nationality and date of birth;
- Your home or parental address, email address and telephone numbers, which are updated whenever we receive up-to-date information;
- Your former school and/or university;
- Your familial relationships (parents, grandparents and siblings);
- UCAS Number / Student ID
- Mode of study (e.g. full-time, part-time, distance learning);
- Academic department and programme of study;
- Start, end and graduation dates;
- Reason for leaving, type and classification of degree;
- Details of any philanthropic scholarships, bursaries or awards that you received
- Your career details, such as current or previous job titles;



- Your business contact details including business addresses, emails and phone numbers.
- Records of your interactions with us (correspondence, notes), including your communication preferences.
- Details of alumni benefits/services provided to you since completing your course.
- Details of any outside interests, hobbies or memberships
- Information from public sources – such as media or social media articles or blogs;
- 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
- We will hold details of membership of University committees, boards, councils etc
- Events you have been invited to, those you attended and those you declined
- Details of donations of time or money
- Information you may tell us in relation to potentially leaving us a gift in your Will
- We may record emails we have sent to you and whether you have opened them or clicked on links within them
- Information provided by you at University events you may have attended; for example dietary requirements or career details
- 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
- Your history of any volunteering or expression of interest in volunteering
- 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 nationality. In this case, in addition to a combination of legitimate interest, consent, contract and legal obligation under Article 6 of UK GDPR, we process this data under the lawful basis of “not for profit bodies” under Article 9 of UK GDPR, where the University has been granted charitable status, as stipulated by the Instrument of Government and the Education Reform Act of 1988.



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Processing is carried out in the course of legitimate activities with appropriate safeguards and the personal data are not disclosed outside that body without the consent of the data subjects;

The University has undertaken a Legitimate Interests Assessment in regard to the processing of alumni, supporter and donor data.

You can keep your personal and employment details up to date through the Alumni Network website [www.lincoln.ac.uk/alumnicommunity](http://www.lincoln.ac.uk/alumnicommunity), by contacting the Alumni Office [alumni@lincoln.ac.uk](mailto:alumni@lincoln.ac.uk) or by calling +44(0)1522 835858.

Donors and supporters can update their details by contacting the Development Office at [development@lincoln.ac.uk](mailto:development@lincoln.ac.uk) or by calling +44(0)1522 835858

### **Where Do We Obtain Your Personal Information?**

The personal information that the University of Lincoln holds is obtained from a number of different sources.

#### **From elsewhere in the University**

If you are a former student of the University of Lincoln, your personal data and details of your qualification are transferred to our Raiser's Edge database before graduation.

#### **Directly from you**

Data you have shared with us. We gather personal information when you engage with the University of Lincoln such as updating your details, engaging with social media, registering or attending an event, contacting our office directly or making a donation or pledge.

#### **Indirectly from you**

We will update details that we hold on you using publicly available data such as your LinkedIn profiles, company websites, and other social media etc.

#### **From other organisations or public sources, as below:**

- Companies House and other business-related resources (free and subscription) for UK companies
- Company websites
- Public sources for charities
- Public sources for individuals
- Who's Who and Debrett's People of Today (subscription)
- Sunday Times Rich List
- Other rich lists, including Forbes Magazine's international rich lists
- Property websites
- The Queen's Honours Lists
- National change of address services
- LinkedIn, to check business details
- Press sources

To ensure we can continue to communicate with you we may use publicly available information such as the Royal Mail National Change of Address, The Bereavement Register and Goneaway Suppression Files obtained by a third party to help us keep your postal address details up-to-date. We also use these services to check if there are people we should no longer contact (for example, if someone has died).



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To ensure we only accept fundraising donations from legal sources we carry out due diligence research on our potential major donors using publicly and freely available sources.

### How We Use Your Personal Information

All records are held securely by the Development and Alumni Office to maintain accurate up-to-date information about our graduates, donor and supporters. This continuity is in the legitimate interest of the University so that we can administer the benefits and services offered to alumni as part of the contract we form with our students at enrolment, and so that we can attract and retain donors and supporters in pursuance of the University's strategic and philanthropic objectives.

The Development and Alumni Office will use this information to stay in touch with graduates, donors and supporters. Your information is used to keep you informed of services available to you after graduation, news and success of the University and fellow graduates, supporter and donor communications, invitations to events, and fundraising programmes.

These include:

- University news and developments
- Professional networking events, alumni receptions, exhibitions and guests lectures in the UK and around the world
- Opportunities to volunteer to support current students e.g. becoming a mentor or giving careers talks in lectures and at events
- Professional careers support for recent graduates
- Opportunities for postgraduate study and scholarships
- Ways in which you can donate to support students and the University
- A range of benefits and services available to them once they leave the University as outlined on the alumni website
- Conducting surveys, including research on when and whether particular donations or funding appeals may be of interest to you
- Administrative purposes (e.g. in order to process a donation you have made or to administer an event you have registered for or attended)

The Development and Alumni Office may also contact you to request:

- A career case study to inspire current students, potential students, and alumni
- Your permission to profile your success in publications to show career destinations

Your data may be anonymised to provide statistical reports and demographics of University of Lincoln graduates.

Your educational information will be used to send you relevant course related information and invitations.



### 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:

- 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;
- To attract and retain donors and supporters in the pursuance of the University's strategic objectives to generate philanthropic income and to diversify income streams.

We process your personal information in accordance with the requirements of the General Data Protection Regulation 2018 and all subsequent data protection laws, including the Privacy and Electronic Communications Regulations (PECR)..

The University of Lincoln made a commitment to provide support and services to our alumni extending beyond their time as a student at the University as part of the agreement formed in our Admissions Terms and Conditions. It is necessary to process personal information to support this commitment.

We consider that the alumni programme supports our public interest in furthering your educational experience, and the experience of future students at the University, as well as some of our other public functions.

We may process personal information where we have your consent to do so, or where you have made the information available to the public.

The activities of our Development and Alumni Office are necessary to support the legitimate interests of the University in furthering the education and consequential public benefits to society in developing the alumni, donor and supporter community.

We understand that how the University of Lincoln communicates with you is a personal matter. If you do not want the University to contact you for some or all of the purposes we have outlined in this document, please contact the Alumni Office at [alumni@lincoln.ac.uk](mailto:alumni@lincoln.ac.uk), the Development Office at [development@lincoln.ac.uk](mailto:development@lincoln.ac.uk) or call us on +44 (0)1522 835858

### Graduate Outcomes (for alumni graduating from December 2017 only)

Graduate Outcomes in a national survey conducted by the Higher Education Statistics Agency (HESA). The aim is to gain insight into the perspectives and activities of graduates nationally across the UK, around 15 months after completing their course. Some of the results may be used by the government and other third parties, for example university league tables, to inform measures of student outcomes from Higher Education.

It is also very important to the University of Lincoln to understand more about what our alumni choose to do after completing their degree; this provides the University with additional information to evaluate courses and careers support. To support the survey, the University of Lincoln is required by HESA to hold accurate contact details for you, including a personal email address, at least one telephone number, and a postal address (this can be a parental/guardian address).



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The survey is owned by HESA, who have published more [information for students](#) as well as guidance on [how your contact details will be used](#).

We are required as part of our public tasks to share these details with HESA in order that they can invite you to complete the surveys. The survey is voluntary, and you will be given the option to opt out of the survey when you are first contacted. You also have the right to object to us sharing your details for these purposes.

### **Electronic Communications**

We may send you electronic communications as part of the membership services provided by the Alumni Network, as well as part of our supporter and donor engagement activities. Alumni, donors and supporters can opt out of these communications at any time via the Unsubscribe link in emails, by contacting the Alumni Office at [alumni@lincoln.ac.uk](mailto:alumni@lincoln.ac.uk), the Development Office at [development@lincoln.ac.uk](mailto:development@lincoln.ac.uk), by phone +44(0)1522 835858 or post at the Development and Alumni Office, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS, United Kingdom.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs, further information will be available in a cookies policy. The cookies policy for the University website can be found here: [www.lincoln.ac.uk/home/termsconditions](http://www.lincoln.ac.uk/home/termsconditions)

### **Information we may share with other organisations**

The Development and Alumni Office will not share your information outside of the University except for one of the reasons outlined below or in compliance with any other legal obligation. We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

### **Information processed abroad**

In some circumstances, the University may need to transfer or share your personal data with organisations who are based outside the European Economic Area (EEA). If this is the case the University will make every effort to ensure that there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection laws.

When doing so, we will ensure that procedures, technologies, and contractual conditions are put in place to maintain the security of all personal data which is processed overseas e.g. our Alumni, Donor and Supporter database, the Raiser's Edge, is a platform provided by Blackbaud Europe Ltd, hosted in secure data centres based in the European Union; data to process financial transactions may also flow to data centres based in the USA; standard contractual clauses are in place to ensure data security standards meet the necessary legal requirements for these transfers to both the EU and the USA and comply with UK GDPR requirements.



## 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 may also use third party providers to deliver our services, such as externally hosted software or cloud providers. Were we do this, we have measures and terms in place with those providers to ensure that they also protect your data. Personal data is NEVER sold on to third parties.

We also facilitate communications between individual alumni, donors and supporters but, in doing so, we do not release personal contact details without prior permission or authorisation.

## Your Rights

Under data protection law, you have the right to:

Access	You have the right to request a copy of any personal information we hold about you. If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.
Portability	If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation. To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.
Correction	If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
Erasure	This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
Restriction	You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.



The Information Compliance team can be contacted 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.

If you object to our use of your personal information, then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact the Alumni Office at [alumni@lincoln.ac.uk](mailto:alumni@lincoln.ac.uk), the Development Office at [development@lincoln.ac.uk](mailto:development@lincoln.ac.uk) or call us on +44 (0)1522 835858.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Consent can be withdrawn by contacting the Alumni Office at [alumni@lincoln.ac.uk](mailto:alumni@lincoln.ac.uk), the Development Office at [development@lincoln.ac.uk](mailto:development@lincoln.ac.uk), by phone +44(0)1522 835858 or by writing to the Development and Alumni Office, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS, United Kingdom.

### **Keeping Your Personal Information Up to Date**

You can update your information, including your address and contact details at any time. If you would like to update the details we hold about you, please click our update your contact details button at [www.lincoln.ac.uk/home/alumnicommunity/](http://www.lincoln.ac.uk/home/alumnicommunity/)

### **How Long Are Copies of Your Personal Data Kept?**

The University considers its relationship with alumni to be a lifelong one and we will look to retain your personal details until you tell us to remove them from our records. If you decide that you no longer wish to receive communications from the University, we will still need to retain a minimal amount of personal data in accordance with our legal obligations, tax and accounting rules, public task functions, legitimate interests and to record your preference not to be contacted.

For more information regarding the retention of your personal data please contact the Information Compliance team at [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk)

### **Changes to This Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 5<sup>th</sup> December 2022. We may need to update this Privacy Notice from time to time and if changes made to this Privacy Notice are considered to be material, we will notify you.

### **Contacting the Development and Alumni Office**

If you have any questions which you feel have not been covered by this Privacy Notice, please do not hesitate to contact the Development and Alumni Office:

Development and Alumni Office,  
University of Lincoln,  
Brayford Pool, Lincoln,  
LN6 7TS

T: +44 (0)1522 835858  
E: [alumni@lincoln.ac.uk](mailto:alumni@lincoln.ac.uk); [development@lincoln.ac.uk](mailto:development@lincoln.ac.uk)



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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.