

University of Surrey – Alumni and Development Data Protection Statement

This privacy policy is supplementary to the [University's Data Protection guidelines](#) and specifically applies to data held about alumni, donors and friends of the University of Surrey by the Alumni Relations and Development Office.

How do we collect information?

All University of Surrey student names, degree, contact details and other relevant information are copied from the Registry database & used to create a record for you on the Alumni and Development database. We also hold records on Non Alumni friends, donors & potential donors.

We obtain personal information from you when you enquire about our activities, register for an event or make a donation to University of Surrey or otherwise provide us with personal information. We also sometimes gather information about you that is published publically & add it to your record.

What information do we gather?

The personal information we collect might include name, date of birth, contact details (including email address and mobile number), employment history, areas of interest, details about various links with University of Surrey and some financial information where available publically. If you make a donation to Surrey, we will also record your donation details on your record.

How do we use your information?

We will use your personal information:

- For administration purposes;
- To provide you with any requested services;
- To update you on latest news from the University
- To further our charitable aims, including for fundraising activities, including telephone and direct marketing purposes.

As part of this, we may analyse the information we gather about you to create a profile of your interests and preferences so that we can contact you in the most appropriate way and with the most relevant information.

We may need to share your information with other University departments, our service providers and agents for the purposes described above. Further details about data sharing are given below.

Will we pass on information to third parties?

We never sell any of your personal information.

We may pass your information to a select group of partners. We always make sure that appropriate controls are in place first; these partners will never use your data for any non-University of Surrey purpose and information will be destroyed or permanently deleted once the project has been completed. One example of a service we would be using are a mailing house to send out Alumni magazines, another may be screening of names & addresses via a data bureau to remove deceased people from our mailing list & keep addresses up-to-date.

If you make a donation to University of Surrey, you are given the option of deciding whether your name can be used on donor lists & other materials or publications. If you consent to this, we may publish your current name and the fact that you are a University of Surrey donor.

We may need to disclose your information if required by law (for example to government bodies and law enforcement agencies) or if we have your permission to do so.

How do we protect your information?

We take appropriate measures to ensure that the personal information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used and is thereafter securely destroyed or permanently deleted.

University of Surrey Alumni and Development Office does not process credit card details for online donations; these are only handled by our PCI accredited Merchant Service providers (First Data and WPM Education).

All information we handle is done so in accordance with data protection legislation.

Your preference

You have a choice about whether you want to receive News and information about Alumni and fundraising activities, and by which method. We will not use your personal information for marketing purposes if you have indicated that you do not wish to be contacted. You can change your marketing & contact preferences at any time by contacting the Alumni and Development Office at **University of Surrey, Alumni & Development Office, Senate House, Guildford, Surrey, GU2 7XH** or alumni@surrey.ac.uk

Right of Access

You have the right to ask for a copy of all the information we hold about you and to have any inaccuracies in your information corrected. If you wish to exercise this right, contact the Alumni and Development Office and we will forward your request onto our Freedom of Information Unit, you will be asked to formally prove your ID before your data can be released. Please also note that there may be a £10 administration fee per request.

Your Consent

By providing us with your personal data, you give approval to the collection and use of this information in accordance with the purposes described above and this privacy statement.

Changes to information

If your personal details change, please help us to keep your information up to date by notifying us.

We may change the terms of this privacy statement. If we do so, we will post the changes here so please check from time to time. By continuing to use our services you will be deemed to have accepted such changes.