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Privacy notice

Purpose of this Notice

The Office of Development and Alumni Relations at the University of West London (ODAR) exists to maintain strong links with former students of the University - and its predecessor institutions; to initiate and foster links with Trusts, Foundations and other philanthropic bodies; and to support current students, facilities improvements and research activities at the University through philanthropic income.

This notice details how ODAR collects, stores and processes personal information about our alumni and other stakeholders.

ODAR is committed to maintaining the security and integrity of the data we hold on all of our stakeholders.

For the purposes of this policy, The University of West London is registered as a data processor with the Information Commissioners Office, our registration number is Z4666761.

Our activities are currently governed by the Data Protection Act 1998 – as of the 25 May 2018 this will change to the General Data Protection Regulations

This notice is liable to change, the most up to date version may be downloaded from <https://alumni.uwl.ac.uk/file/documents/ODAR-DPS-for-web.pdf>

ODAR's commitment to alumni

We aim to provide suitable alumni services to our alumni, UWL regards these services as an important and integral part of the University's long term commitment to its students and alumni.

A former student will automatically become part of UWL's alumni network if:

- they studied at the University of West London, or one of its predecessor institutions, for more than 6 months; and
- the course of study culminated with a formal qualification.

Additionally, former students who do not meet the criteria may be added to the alumni network on request.

The following are all predecessor institutions of UWL:

- Berkshire College of Nursing and Midwifery
- Ealing College of Higher Education
- Ealing Technical College
- Ealing Technical Institute and School of Art
- Ealing Technical Institute and School of Art and Crafts
- London College of Music
- North West Thames Regional Health Authority's AIDS Unit
- Northwick Park School of Nursing
- Polytechnic of West London
- Queen Charlotte's College of Health Studies
- Reading College and School of Art and Design
- Riverside College of Nursing
- Thames Valley College of Higher Education
- Thames Valley University

How we obtain your personal data

We receive your personal data from the following sources:

- ODAR receives an initial transfer of data from the University's Student Record System soon after graduation. This information is used to create an initial alumnus record on ODAR's alumni database.
- Through personal interactions and communications with alumni
- When signing up to an account on ODAR's NetCommunity platform.
- When requesting a transcript or certificate from the University Registry.
- When booking a place at an alumni event.
- When responding to an alumni survey

Third party sources

ODAR may from time to time gather information from publicly available sources to improve the quality and accuracy of your personal details. This may include such details such as business information and career details.

ODAR may also from time to time use third parties to update details, for instance suppression information from the Telephone Preference Service or updates from the National Change of Address

register. Where third parties provide these services to us they are only allowed to use your data in accordance with the strict instructions of the University. The third party is required to hold the data confidentially and securely and will not use your data in any other way. Your data will only be kept for as long as necessary and will then be destroyed.

Types of data we process

We collect various types of personal data including many of the following:

- Title, names, gender and date of birth
- Contact details
- Contact preferences
- Education details
- Business details
- Relationships with staff, alumni, other stakeholders
- Alumni event attendance details
- Donations to the University
- Interactions between you and ODAR

Our reasons for processing your data

We process your data to fulfil our stated aims of both fostering a strong alumni association to maintain links with our former students, and to raise philanthropic income to support current students and academic research at the University.

To further these goals we may process your personal data for the following purposes:

- to update your details to ensure we have as accurate information as possible
- to process gifts you may have made
- to register for events
- to verify account details when registering for an account on the alumni website
- to retain details of communications between ODAR and you
- University research
- improvements to the University's structure and facilities
- student activities
- arts and cultural activities
- careers support for students and graduates

Wealth screening

ODAR does not currently carry out any wealth screening activities, and has no immediate plans to do so. However ODAR may reconsider this position in the future should it be necessary - for instance carrying out due-diligence on major donors or if it is deemed necessary to further the philanthropic strategy of the department.

Any such activity would be carried out strictly in accordance with current legislation and the University's policies.

Anonymised data

Your data may when, anonymised and no longer constituting personal data, be used to support alumni activities.

Due Diligence

ODAR has in place policies concerning the receipt of gifts. In order to ensure that all gifts to the University comply with our stated policies we may undertake, where appropriate, measures to check compliance.

Storage of your information

The University's alumni and donor database, Raiser's Edge is securely hosted in the USA by Blackbaud Inc., a global non-profit Privacy Shield certified software provider, operating under a formal agreement with the University. The information held on the database can only be accessed by members of the University authorised by ODAR.

No information is shared with third parties except for legitimate purposes such as providing a mailing house with addresses to which to send our publications.

We will never sell, or make any form of profit from, information we hold about you.

Higher Education Statistics Agency

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.

Graduates from Summer 2017 and earlier will be contacted both 6 months and potentially 3 years after graduation ("DLHE survey"). See <https://www.hesa.ac.uk/about/regulation/data-protection/notices/dlhe-c16018>

Graduates from November 2017 onward will be contacted 15 months after graduation. (The "Graduate Outcomes" survey, which replaces the DLHE survey from 2017/18). See https://www.hesa.ac.uk/files/HESA_Student_Collection_Notice_2017-18.pdf

These surveys help to inform government policy. They are also used in calculations for university league tables and by the universities themselves to assess the longer-term impact of the student experience. The data is provided to HESA strictly and solely for this purpose. All recent graduates to whom this applies will be given the option to opt out of the survey when they are first contacted.

Communications

We will from time to time communicate with you by email, post and telephone to pursue the purposes mentioned above. In particular we regularly communicate with people for the following purposes:

- share news about the University (including its research and services) and our alumni (including promotion of discounts and services for alumni)
- invite you to events and reunions
- invite you to support our fundraising activity

To manage your communication preferences online visit <https://alumni.uwl.ac.uk> or email alumni@uwl.ac.uk.

Retention

ODAR will retain information on alumni for an indefinite period of time – or until asked to remove it by you. Some information, for example details about gifts and gift aid may have a statutory minimum period of retention for audit purposes.

If you decide that you no longer wish to be part the alumni community please note that we still need to keep a minimal amount of personal data so that we can keep a record that you have asked us to remove you.

Your Rights

Under GDPR you have the right to:

- the right to be informed
- the right of access
- the right of rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object

Should you require more information on any of these rights, please visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> for further information.

Should you have any complaints about the way we are processing your data, you may complain directly to the Information Commissioner's Office. Please see <https://ico.org.uk> for details on this process.

Legal basis for processing your data

As is currently understood by the forthcoming new privacy regulations, ODAR processes your personal data under various different categories.

ODAR considers the majority of its processing to be covered by the concept of legitimate interest, where the aim of fostering a strong alumni network and supporting the functioning of the current University, its students and other stakeholders underpins all of its activities.

ODAR will also sometimes process your data based upon your consent.

Contact details

If you are concerned with any matters relating to data protection, please contact the University's data protection officer or email alumni@uwl.ac.uk.

Letters can be sent to The University of West London, St Mary's Road, Ealing, W5 5RF.

Our telephone number is +44 (0)20 8231 0188.

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