

Privacy Notice for Alumni

Table of Contents

A. Introduction	1
B. Who is processing your personal data?	1
C. What personal data do we process	1
D. What we use your personal data for	1
E. The legal basis for processing your personal data	2
F. Who will we share your data with?	2
G. How long do we keep your data?	2
H. How you can access personal information the University holds about you	2
I. Contact us	3
J. Questions or concerns	3
K. Evaluation and Review	4

A. Introduction

The purpose of this notice is to explain to you how the University may use any personal data collected from you when you register to receive more information as an alumni member of Leeds Trinity University. This includes requesting a membership pack, visiting the University as well as signing up to our mailing list to receive information from Leeds Trinity University. The notice is also available on the University website.

B. Who is processing your personal data?

Leeds Trinity University determines why and how your personal data is used and, as such, is considered legally to be the data controller of the personal data. This places legal obligations on the University including that the University must process personal data fairly and lawfully and in a transparent manner.

The University is registered with the Information Commissioner's Office as a data controller under the reference Z4817023.

C. What personal data do we process

Leeds Trinity University processes personal data that is necessary for us to administer and deliver relevant information to you about news, events and opportunities at Leeds Trinity University. This includes contact details such as name and email address as well as information about your interests which allows us to personalise information.

D. What we use your personal data for

Leeds Trinity University processes your personal data for the purpose of communicating with you and providing relevant information to you about news, events and opportunities at Leeds Trinity University. The University may also use the data for internal analytical purposes.

We may use your data to create audiences and tailor the content you see posted from Leeds Trinity University, in order to provide more relevant news and events.

E. The legal basis for processing your personal data

Consent

The University is processing your personal data with your consent that you provided to us when completing the alumni joining form. You have the option to change your contact preferences at any time. This includes changing your preference in how we communicate with you.

You can at any time withdraw your consent by unsubscribing from receiving further information via a link on our emails sent to you or by contacting the University at alumni@leedstrinity.ac.uk.

F. Who will we share your data with?

Your data will not be shared with external parties other than for the purpose of issuing communications in line with this notice. We use trusted third parties to store your data and communicate with you. The data you provide will only ever be used for communication purposes by Leeds Trinity University.

G. How long do we keep your data?

We see being a member of the University and part of the alumni community as a lifelong relationship. Generally the University will look to retain University alumni personal data until the individual asks us to remove it from our records. We will routinely remind you of your right to have us remove your personal data.

H. How you can access personal information the University holds about you and other rights you have

1. The right to be informed

You have the right to be informed about the collection and use of your personal data and this privacy notice is part of the transparency requirements of data protection legislation.

2. Right of access

You have a right to access the personal data that the University holds about you. A request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

3. The right to rectification

You have the right to have inaccurate personal data held by the University rectified or completed if it is incomplete.

4. The right to erasure

Once personal data collected by the University is no longer necessary for the purpose for which it was collected and processed, you may have the right to have the data erased. The University manages the retention period of data held through its retention schedule.

5. The rights to restrict processing and to object to processing

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

6. The right to object to processing

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

The University will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

7. Rights to data portability

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. The University will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

Note:

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

I. Contact us

If you wish to see a record of the personal data we hold about you, notify us of any changes or inaccuracies in the data, or ask us to delete your personal data, you can request this by contacting the University at alumni@leedstrinity.ac.uk or writing to us at:

Corporate Communications
Leeds Trinity University
Horsforth
Leeds
LS18 5HD

J. Questions or concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with our Data Protection Officer. If you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) or if you would like to complain about how the University has used your personal data, please contact the University's Data Protection Officer at dataprotection@leedstrinity.ac.uk or write to

Data Protection Officer
Leeds Trinity University
Horsforth
Leeds
LS18 5HD

Should you be dissatisfied with our handling of your concerns, you have the right to complain to the Information Commissioner at <https://ico.org.uk/concerns/handling>.

K. Evaluation and Review

This policy will be formally reviewed every year by the Data Protection Officer and the relevant department(s) within the University. In addition, the effectiveness of this Policy will be monitored as necessary on an on-going basis to ensure it is compliant with relevant legislation.

This policy was last updated in May 2021.