

Campaigns and Supporter Engagement Office ç Alumni Privacy Notice

This Privacy Notice explains the nature of the personal information that the University and the Henley Business School, through our Alumni and Supporters Office/Campaigns and Supporter Engagement Office collect and use to support the alumni programme, and its corresponding donation and volunteering schemes. It also explains how you can update or change how your data is used to reflect your preferred relationship with the University.

The University and the Henley Business School (to include the Reading Real Estate Foundation) (W

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

A record of some of your interactions with the University or Henley Business School that

individual. However, if you have an objection to this activity please contact the Alumni Office at alumni@reading.ac.uk.

Communicating with you

We use your information in order to keep you up to date on events and news that happen at the University as part of an engaged alumni community. We operate a number of different publications:

The alumni and supporter magazine	z this aims to update Our alumni and
supporters of news around the University, inspirational stories from Our alumni and make	
our alumni feel part of the University of Reading Community	
The donor and supporter magazine	z this aims to update our donors and

We aim to facilitate re-introductions with fellow alumni, but We will never pass on your details without prior permission. This means if there is someone you have lost touch with, Our office may be able to reunite you if both interested parties agree to the sharing of their data in this way.

We do not sell your personal data to third parties or permit any third parties to use or retain your data on once We have shared it with them. We do not engage in the swapping of data with any other institution.

Graduate Outcomes (for alumni graduating from December 2017 only)

The Graduate Outcomes in a new 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 Us to learn more about what Our students choose to do after completing their degree; this provides Us with additional information to evaluate Our courses and careers support.

To support the survey, We are required by HESA to hold accurate contact details for you, including a personal email address (not a reading.ac.uk address), at least one telephone number, and a postal address (this can be a parental/guardian address).

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

Your Rights

As part of the protection for your personal information, under the data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that we process
- Rectify inaccuracies in personal data that we hold about you
- Be forgotten, that is your details to be removed from systems that we use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the ICO website for further information on the above rights: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You have the ability to update your details through the Alumni website and We would encourage you to do this in the first instance, however if you would like to formally exercise your rights, please contact our Data Protection Office at imps@reading.ac.uk

If you are not happy with the way in which We have handled your personal information, or if you have any concerns, please contact our Data Protection Office at imps@reading.ac.uk. You also have the right to complain to the Information Commissioner's Office.

Keeping your information up to date

The accuracy of your information is important to Us. You can update your information, including your address and contact details, at any time. If you would like to change your preferences (including asking Us not to contact you) or update the details We hold about you, please follow this link: <https://alumni.reading.ac.uk/page.aspx?pid=623>

Campaigns and Supporter Engagement Office
Building L11
London Road Campus
University of Reading

How long We keep copies of your data

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.

Legal basis for processing your personal information

