

Privacy Notice

Alumni Privacy Notice

Teesside University is a "Data Controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this Privacy Notice. This Privacy Notice applies to all Alumni and tells you what, how and why Teesside University processes your personal data.

We may amend this notice to reflect changes to our services, data protection law or other legislation. For this reason, we ask that you revisit this notice on a regular basis.

What personal data do we collect and why?

When you graduate, you automatically join the Teesside University Alumni community and will be provided with information about the University's alumni network. To offer you an Alumni service we will use information about you that the University already holds in your student record and any other information you provide directly to us. Your details will be transferred automatically to the Alumni database.

The information we may process about you includes the following:

- Name, title, gender, nationality, date of birth and name changes.
- Contact details including email, postal address, telephone number, mobile number and links to social media accounts.
- Information from your student record including qualifications or courses studied.
- Your occupation and professional details after study.
- Information on the engagement you have had with the University e.g. events attended.
- Case study information and associated images, along with a record of the consent you have given us to use this information.

The Alumni service includes keeping you informed of University news, publications and events, career opportunities and business start-up support, academic and professional development opportunities, fundraising and charitable programmes. We may also use information about you to process gifts or donations you have given us and to manage and administer other services we make available to our Alumni, such as free use of the University Library.

We will use your information to communicate with you via post, email, telephone, text (SMS), social media or other methods as appropriate. You can opt out of receiving communications which are considered to be marketing by contacting the Alumni team on alumni.office@tees.ac.uk and you can leave the Alumni Association by completing the online form on the University Alumni web pages [here](#).

Where will my personal data be stored?

The information you have provided will be added to our secure Alumni database, which is password protected and only accessed by Teesside University staff with authority from the Alumni team. The database may auto generate what information we may send to you based on the information you have provided us with.

What is the legal basis for processing my personal data?

The University relies primarily on the following legal bases to process information about you for the purposes set out in this notice:

- **Public Interest:** Some internal reporting and monitoring, and research, is carried out as part of our public tasks.
- **Legitimate Interest:** This allows us to process personal data where it is in our, or someone else's, legitimate interests to do so and it does not unduly prejudice your rights and freedoms. We rely on this condition amongst other things to communicate with you about our news, services and events.

We also process some information only if you provide your consent, for example case studies and images. It will be clear where we are relying on your consent to collect and use your information because consent will be requested at the time you provide the information. When you are asked for consent, we will explain why we are asking for the information and how we will use it if you choose to provide it. Consent can be withdrawn at any time and we will explain how you can do this in each individual case.

Where we process special category data for the purposes set out in this notice, we rely on consent where needed, substantial public interest where certain legal criteria are met or archiving, scientific or historical research or statistical purposes.

Who will my personal data be shared with?

Your personal data will be shared internally for the purposes of carrying out the Alumni services and activities.

We are obliged to share your personal data with third parties for certain statutory purposes. For example, we are obliged to pass your personal data to the Higher Education Statistics Agency (HESA). HESA will contact you 18 months after you leave university in relation to the Graduate Outcomes Survey. We will communicate with you regularly in the run up to this so that you are fully aware of the purpose of the survey.

If you are an international student we may transfer your personal data to one of our overseas offices (with a view to them contacting you). If we do we will ensure that our overseas offices fully comply with Data Protection Legislation and that your Personal data is kept secure.

The University submits international student and alumni personal data to i-graduate which is a company that tracks and benchmarks student and stakeholder opinions across the entire student journey. The University has a legitimate interest in obtaining feedback from its international students and participates in the International Student Barometer to enable the University to make informed decisions to enhance the international student experience and informs recruitment and marketing strategies. i-Graduate's privacy notice can be found at <https://www.tribalgroupp.com/privacy-policy>

How can I access my personal information?

You can request a copy of your personal data at any time by writing to us by email at alumni.office@tees.ac.uk or by contacting the University's Data Protection Officer (see contact details below).

How long is my personal data kept for?

Your association with the University as an Alumni is lifelong. We will therefore hold your Personal data indefinitely unless you ask us to remove it.

Your rights

You have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us as well as the right to request your personal data is transferred to another controller. For further information about your rights please refer to the University's General Privacy Notices on the University website.

Contact Details

The Data Controller is Teesside University, Tees Valley, Middlesbrough TS1 3BX. For any queries relating to the processing of your data by the University please contact the University's Data Protection Officer dpo@tees.ac.uk

Changes to this notice

We reserve the right to update this privacy notice at any time. We may also notify you in other ways from time to time about the processing of your personal information.

How do I complain?

In the first instance you should contact the University's Data Protection Officer (see above). If you are not happy with the way your information is being handled, or with the response received from us in response to a complaint, you have the right to refer the matter to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).