

ALUMNI PRIVACY NOTICE



Alumni Privacy Notice

This privacy notice is to be read in conjunction with the General Privacy Notice on the University website. This notice applies to all Alumni of Botho University.

1. Why your Personal Data is collected?

When you graduate, you have the opportunity to join the Botho University Alumni Association. The purpose of the Association is to keep in touch with our former students and to keep you up to date with University news, publications and events, career opportunities and business start-up support, academic and professional development opportunities, fundraising and charitable programmes. You will also be provided with information about the University's Alumni network. We therefore collect information about you which allows us to do this. Membership to this Association is optional.

2. What Personal Data is collected?

To offer you an Alumni service we will use information about you that the University already holds in your student record together with any other information you provide directly to us.

The information we may process about you includes the following:

- Name, title, gender, nationality, and date of birth.
- Contact details including email, postal address, telephone number, and mobile number.
- Information from your student record including qualifications of courses studied.
- Your occupation and professional details after study.
- Information on the engagement you have had with the University e.g. events attended.

3. How is your personal information processed?

Your information will be used to enable us to communicate with you via post, email, telephone, text (SMS), social media or other methods as appropriate. You can always opt out of receiving communications which are considered to be marketing by contacting us.

4. Lawful basis

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

• **Legitimate Interest:** We may 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 to inform you about any Tracer Studies, or about job opportunities and career fairs or further study scholarship opportunities or about any Alumni events. Some internal reporting and monitoring, and research, may be carried out as part of our being part of the Higher Education sector in the country.

Some information will be processed only if you provide your consent. Consent will be requested at the time you provide the information. Consent can be withdrawn at any time and we will explain how you can do this in each individual case.

5. Who will my personal data be shared with?

The information you have provided will be added to our secure Alumni database, which is password protected and only accessed by Botho University staff. Your personal data will be shared internally for the purposes of carrying out the Alumni services and activities. We may share contact details or your CVs with third party processors for further engagement with you. We may also be obliged to share your personal data with third parties for certain statutory purposes particularly with Government Agencies.

6. Retention of Personal Data

Your association with the University as an Alumni is lifelong. We will therefore hold your Personal data indefinitely unless permissible by law to remove it.

7. Rights and responsibilities

Please refer to the University's General Privacy Notice for information about your rights, responsibilities and how to complain.