

University of the Highlands and Islands (UHI)

Development and Alumni - Privacy Notice

We want to stay in touch with our alumni community at home and around the world. The university aims to keep in touch with all alumni, provide services to them, seek their support and maintain relationships with non-alumni friends, donors and potential donors.

The university is committed to protecting your personal information in accordance with the laws concerning data protection and personal information. This privacy notice explains how your personal information is processed and used by the university.

1. Purposes for processing your personal data

Your information is used by the university to better understand how we can help you and how you might support UHI. Collecting your information helps to inform our alumni engagement and fundraising programmes and ultimately allows us to better support our alumni and advance the university.

2. Information we collect about you

We hold information from your time at university and this includes your contact details, education history and any scholarships or prizes you may have applied for/received. UHI also records personal information that you give us and your interaction with the university, e.g. registering for an event, making a donation, professional activities or updating your details.

Digital tools may be used to monitor the impact of our communications, such as email tracking to record when an email is opened.

Any sensitive personal data (i.e. data relating to health information) will only be held if it has been provided by you for a specific purpose.

Please note that we do not store any credit/debit card details.

3. Using your information

The security of your data is important. UHI will never sell your data. We will also never share your data with anyone to use for their own purposes unless disclosure is permitted or required by law.

The university may engage third parties to undertake marketing or fundraising projects on our behalf. Any such companies are acting as agents of the university and the university retains full responsibility for your personal data. Any transfers of data will be done securely and in accordance with good practice and in compliance with the Data Protection Act 1998.

Where necessary, to assist with the organisation and security of an event we may pass attendee names and university education details, i.e. year and subject of study, to the event organiser, this may include alumni groups. Only your name and education details will be passed on, no personal contact details will be shared.

4. Communicating with you

We want to communicate with you in a way that meets your needs and requests. Communications may be sent by post, telephone or electronic means, depending on the preferences you have indicated. If you wish to alter how you receive communications or you

wish to stop receiving communications altogether, you can change your preferences by contacting the development team by any of the contact methods below. You can also ask us to stop communications with you at any time.

5. Access, data sharing and disclosures

Authorised personnel within the university will be able to access the information we hold about you.

We also work with carefully selected partners who carry out work on our behalf. These partners will be acting on behalf of the university, for the purposes set out in this privacy statement or for purposes approved by you. Some examples include mailing houses and research agencies.

These partners working on behalf of the university will never use your data for non-UHI purposes.

6. Your rights and changes to this policy

You can amend the information we hold about you, or your mailing preferences, at any time by emailing alumni@uhi.ac.uk

If you have any queries, wish to restrict data processing or sharing, including use for marketing, or do not want to be contacted by the university, please contact us. Please note that minimal information is always retained to make sure you are not contacted again inadvertently. Retained data can include name, subject, education details, date of birth and donation information.

- We will publish any changes we make to this data protection policy on our website www.uhi.ac.uk/alumni.
- You have the right to access the personal data which the university holds about you. This is called a Subject Access Request. Please see the [university website](#) for more information.
- We will manage your information in accordance with legislation and will retain it in line with our Records Retention Schedule. All electronic records are retained permanently as a record of interaction. After ten years of no interaction, records will be marked as inactive and contact information removed.
- The university strives to ensure that all personal data remain current and accurate. If your information changes you should let us know and we will amend the information that we hold. If you become aware of any incorrect information held by the university you have the right to request that this rectified.
- For further information on the University policies in relation to data protection, please see the [university website](#) for more information.
- If you wish to enquire about development and alumni engagement, or this privacy policy please contact alumni@uhi.ac.uk

Alumni and development contact information

Development and Alumni
University of the Highlands and Islands
12b Ness Walk
Inverness
IV2 7AZ
T: 01463 279000
E: alumni@uhi.ac.uk

Data protection contact information

If you have any questions about your data you can contact the Data Protection Officer at foi@uhi.ac.uk

Complaining about our use of your information

If you have any issues about this statement of the way the university has handled your personal data please contact the data protection officer in the first instance. If you are dissatisfied with the response from the university you have the right to complain to the Information Commissioner's Office. This can be done by email casework@ico.org.uk; telephone 0303 123 1113 or post:

Information Commissioners Officer
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF