

UCLan Cyprus

Alumni: Privacy Notice

The aim of this Privacy Statement is to explain how the University of Central Lancashire, Cyprus' alumni department collects, stores, manages and protects your personal data.

Our responsibilities

The alumni department is part of UCLan Cyprus; we manage communication and relationships with our alumni, whether you have graduated from an undergraduate, postgraduate, or research (taught or other) degree of UCLan Cyprus. We do this by offering a range of services, support, publications, news, event information and careers and business advice. In order to do this we hold a database that contains personal data from when you studied with us. We process and store personal data relating to our alumni, and as a result adhere to the General Data Protection Regulations (GDPR), the legal basis for collating this data is Legal Obligation and the Legitimate Interest.

Further, we only communicate with you via email, SMS or telephone if we have your consent to do so.

Our Data Protection Officer

UCLan Cyprus' Data Protection Officer, Mr. Stylianos N. Christoforou, is our external legal advisor who is a TUV Austria Certified DPO, who can be contacted on DPO@uclancyprus.ac.cy. Further information and contact details can be found here <https://www.uclancyprus.ac.cy/data-protection-policy/>.

Updating your contact details and preferences

At any time you can update your contact details and your communication preferences, you can also stop all communication from UCLan Cyprus. You can do this by contacting the alumni team on email: alumniassociation@uclancyprus.ac.cy or at +35724694073.

How your information is collected

Data about our graduating students is transferred into the alumni database from the student record system. We aim to keep your details up to date, and we encourage all departments within the University to direct communication to you via our alumni department. All graduating students will be asked about their marketing preferences prior to graduation, and asked to opt-in to communication from us.

Data we hold

The alumni department hold records of all graduating students from UCLan Cyprus in perpetuity. The personal data we store and process, of which the majority is given by you may include:

- Name(s), title, gender, nationality, date of birth, name changes
- Contact details including email, postal address, telephone number, mobile number and links to social media account
- Information about your time at the University and other academic institutions, including other qualifications or courses studied
- Your occupation and professional details
- Records of donations and gift aid status (where applicable)

- Records of communication sent to you by the alumni department
- Information on the engagement you have had with the University, e.g. events attended, networks involved in etc.
- Case study information and associated images – consent to use is also recorded

How we use your data

Based on your opting-in to communication from the University's alumni department, the alumni department will use your data to communicate key university messages. These include the following, which may be delivered by email, telephone, post or SMS subject to your preferences:

- Sending university news and publications
- Notification of university events
- Academic course and professional development information
- Career opportunities and business start-up support
- Fundraising and charitable programmes

We may also process personal data for the following purposes:

- To verify an account when you register at: <https://www.uclancyprus.ac.cy/alumni/>
- To register you to attend an event or a membership
- To process and organise any mentoring, volunteering or speaking activity you have agreed to undertake with us
- To process a gift or donation given to us

In some cases, we may be obliged to process your data for statutory and contractual purposes.

Keeping your data secure

We will not disclose your data to individuals or other third-party organisations external to the University, other than those entities who are delivering a service to the University or you. The University does not sell or trade your data with any other organisations.

Your data is stored on our secure server, which is properly protected by the use of firewalls and other data security systems. Further, access to your data is restricted, with access to student data restricted. Our Data protection policy and related guidance documents can be located here <https://www.uclancyprus.ac.cy/data-protection-policy/> which give more detail of how we will treat your data.

Your rights

Subject Access Request

Under the General Data Protection Regulations (GDPR) you have the right to make a Subject Access Request (SAR) and to obtain copies of records and files relating to you held by the University.

If you wish to make a SAR then please email DPO@uclancyprus.ac.cy with details of the information you require. The University has a month to reply to you unless your request is complex or there are a number of requests, in which case the deadline can be extended by a further two months, but the University will contact you within a month of receipt of the SAR, explaining why an extension is necessary. There is ordinarily no charge for making a SAR.

Right to Erasure

The right to erasure is also known as 'the right to be forgotten'. The broad principle underpinning this right is to enable an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing.

The right to erasure does not provide an absolute 'right to be forgotten'. Individuals have a right to have personal data erased and to prevent processing in specific circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- When the individual withdraws consent.
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing.
- The personal data was unlawfully processed (i.e. otherwise in breach of the GDPR).
- The personal data has to be erased in order to comply with a legal obligation.

Under the GDPR, this right is not limited to processing that causes unwarranted and substantial damage or distress. However, if the processing does cause damage or distress, this is likely to make the case for erasure stronger.

We can refuse to comply with a request for erasure where the personal data is processed for the following reasons:

- to exercise the right of freedom of expression and information;
- to comply with a legal obligation for the performance of a public interest task or exercise of official authority.
- for public health purposes in the public interest;
- archiving purposes in the public interest, scientific research, historical research or statistical purposes; or
- the exercise or defense of legal claims.

Data portability

The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services.

It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

The right to data portability only applies:

- to personal data you have provided to UCLan Cyprus;
- where the processing is based on your consent or for the performance of a contract; and
- when processing is carried out by automated means

Where a relevant request is made by you to DPO@uclancyprus.ac.cy we will facilitate your request as soon as possible, and in no longer than one month.

Policy Changes

Whilst this statement covers what and how we use your information for presently, it is possible that we may use your data for new purposes in the future which is not currently described in this statement. If our practices do change, then this policy will be amended to reflect this.