



Privacy Notice – Alumni

October 2021

This privacy notice provides you with information about us, why we collect information from you when you register with D&A Alumni, what we do with the information we collect from you, who we share your information with and your rights under the Data Protection law in relation to that information.

This notice applies to anyone who registers with D&A Alumni, and by doing so, has supplied the College with their personal information. We may update this notice at any time.

We process (this means to doing anything with the information such as to collect, store, use, access, destroy or share) information which relates to you in accordance with Data Protection law. The purpose of this notice is to make you aware how we handle your personal data.

"Personal data" means recorded information we hold about you from which you can be identified or may be identifiable. It may include your name, contact details and other personal information you have supplied us.

If you have any questions about this notice you can contact our Data Protection Officer on the contact details noted below.

Why do we collect data about you?

When you register with D&A Alumni you may provide us with personal data from you which is information which can be used to identify you. We may also ask for further information about you which tells us more about you.

We will only process your personal data where processing is necessary to provide services or to communicate with you in connection with D&A Alumni.

We may process special categories of data, only if it is provided by you and it is relevant.

We will only process "special categories of data" about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health or sex life where we either have your explicit consent and you have freely supplied us with such information, or if we are legally required to do so.

Data Protection Principles

We will comply with the six data protection principles in the UK GDPR, which say that personal data must be:

1. processed fairly and lawfully and in a transparent manner;
2. collected for specified, explicit and legitimate purposes and processed in accordance with such purposes;
3. adequate, relevant and not excessive for the purpose;
4. accurate;
5. not kept longer than necessary; and
6. processed in a way that protects the integrity and confidentiality of the personal data.

We shall ensure we can show that we have complied with the data protection principles.

Sharing your Data

Dundee and Angus College will not share personal data collected for D&A Alumni purposes with any other organisation

How long will we keep your Data?

Your data will be kept for as long as you wish to remain a member of D&A Alumni or until you ask us to stop processing your data.

Your Data Rights

You may have the following rights over your data. These rights are not automatic and are dependent on the provisions of Data Protection law. If you are unsure of your rights or wish to exercise any of your rights, you may contact the College's [Data Protection Officer](#). You may have rights to:

- Request access to your personal data;
- Request that we make corrections to your data if it is not accurate;
- Request that we erase your data (under certain circumstances as detailed in UK GDPR)
- Object to us processing your data or to ask us to stop processing your data (under certain circumstances);
- Withdraw consent for processing (only where consent is the lawful basis for processing your data);
- Complain to the Information Commissioner's Office;
- Know whether your data is collected to satisfy a statutory or contractual requirement and the consequences of you not providing personal data;
- Be told whether your data is used for automated decision making, including profiling, the logic involved and the consequences of the decision making (if appropriate); and
- Be told if processing beyond the original purpose of the collection of your data is to be carried out.

Data Protection & Security

We will only process your personal data for the specific purposes notified to you in this document. Your personal data will only be processed to the extent that it is necessary for the specific purposes notified to you. We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed or updated. Please notify us if your personal details change or you become aware of inaccuracies in the personal data we hold about you. The College will process your data only in accordance with the UK GDPR, this Privacy Notice and in adherence to the College's Data Protection Policy and other relevant policies. The College will take appropriate technical and organisational measures to protect the rights of Data Subjects. In the event of a data breach which results in high risk to your rights and freedoms, we shall communicate the nature of that breach to you including our contact details, the likely consequences of the data breach and details of the measures taken or which we plan to take to address the data breach and to mitigate its consequences.

Data Protection Officer

If you have any questions relating to your personal data, its processing or your rights as a Data Subject, you should contact the College's Data Protection Officer in the first instance:

Data Protection Officer
Dundee & Angus College
Old Glamis Road
DUNDEE
DD3 8LE

dataprotection@dundeeandangus.ac.uk

Should you be unsatisfied or you believe that your data is not being processed in accordance with the Data Protection Act or the UK GDPR, you may complain to the Information Commissioner's Office (ICO). Further information, including contact details can be found on the ICO's website at <https://ico.org.uk/for-the-public/>.