

Data Protection statement

This statement explains how the Woolf Institute (“we” and “our”) handles and uses data we collect about our alumni and our past, current and future supporters (“you” and “your”). In broad terms, we use your data to keep in touch with you as alumni and/or supporters, in order to keep you apprised of our activities and developments, to provide services to you, and to identify ways in which you can support us, through donations and/or other forms of financial and non-financial support.

How your data is used by the Woolf Institute

Your data is used by us for a number of interdependent purposes, including alumni and supporter relations, communications and fundraising. These include:

- publications,
- surveys,
- appeals and requests for donations, including research on when and whether particular donations or funding appeals may be of interest to you,
- the promotion of Institute events, and
- the promotion of other services available to our alumni and supporters.

Communications may be sent to you by post, telephone or electronic means, depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or questions about any of these purposes, or how we communicate with you, please contact us at the address given below.

What data is held by the Woolf Institute?

Most records contain:

- details of some or all of your school, college and university education,
- unique personal identifiers (e.g. student number, date of birth), and
- your contact details.

Where provided by you, or obtained from reputable sources, we also record:

- your attendance at Woolf Institute or related events
- other contact with us or the University of Cambridge since graduation,
- your key relationships with other alumni or supporters of the Woolf Institute and/or the University of Cambridge and colleges within Cambridge,
- your career highlights and other life achievements,
- financial information relating to you and any of your key relationships (including but not necessarily limited to income, philanthropy and other giving),
- donations made by you to the Woolf Institute, or to the University of Cambridge or its colleges,
- information about your areas of personal interest,
- personal data provided by you for a specific purpose or purposes (for example, disability, catering preferences or lifestyle status for event management), and
- your communication preferences.

Where data is included from sources external to the Woolf Institute, we only use data from our partners (as outlined below) or other reputable sources. We may use automated or manual analyses to link data together to help us identify your potential for supporting us and/or the University.

When the Woolf Institute shares your data with others

Depending on constraints set by you, and which you may change at any time, we may share any of the above categories of data on a considered and confidential basis, where appropriate, with:

- selected companies who provide Woolf Institute-branded products and services,
- volunteer partners closely related to us (e.g. Woolf Institute trustees, development board members, alumni representatives),
- third party agencies who provide us with data in the public domain about alumni and supporters, and
- contractors providing services to you on our behalf or services to us (our “data processors”), including, but not limited to, Donor Perfect (database services) and H2 (design, printing and mailing services).

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

We do not use third-party wealth screening companies.

We also facilitate communication between individual alumni, but in doing so we do not release personal contact details without prior permission.

Any transfers of your data overseas or to international organisations, as set out above, are protected either by an adequacy decision by the European Commission or by standard data protection clauses adopted by the European Commission (which are available from our Data Protection Officer) or, before 25 May 2018, by a self-assessment of adequacy.

Your rights

The legal basis for processing your personal data is your consent, where you have provided this, and otherwise our legitimate interest.

You have the right to withdraw your consent at any time. There is no statutory or contractual requirement for you to provide us with any personal data.

In addition to the rights outlined above, you have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data electronically to a third party (data portability).

We will retain your data indefinitely or until you request us to do otherwise. We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Questions and further statutory information

The controller for your personal data is the Woolf Institute and we can be contacted at development@woolf.cam.ac.uk.

The Woolf Institute's Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, and can be contacted at development@woolf.cam.ac.uk.

Please contact us through the address given above if you have any concerns or questions about the above information. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with your specific request.

Where you opt out of all future communications or exercise your right to erasure, we will continue to maintain a core set of personal data (name, subject(s), matriculation and graduation details (where applicable), unique identification number and date of birth) to ensure we do not contact you inadvertently in future, while still maintaining our record of your academic achievements or previous Woolf Institute activities. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).