

How we use your personal information

-- Alumni and other supporters

This statement explains how the Woolf Institute (“we” and “our” and “the Institute”) handles and uses data we collect about alumni (“you” and “your”). In broad terms, we use your data to manage the ongoing relationship between the institute and you as part of our lifelong community of scholars, including keeping in touch with you, keeping up to date on your achievements, and engaging with you on how you can continue to contribute to Institute life and otherwise support the Institute.

We will retain your data indefinitely or until you request us to do otherwise. When changes are made to this statement, we will publish the updated version to our website and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal data is the Woolf Institute, Madingley Road, Cambridge, CB3 0UB. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Director of Services & Administration, Ms Amy Rhys-Davies, ar936@cam.ac.uk.

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms, except where elsewhere in this statement we have indicated otherwise. You may ask us to explain our rationale at any time.

How your data is used by the Institute

We collect and process your personal data, as specified below, for a number of purposes, including:

- A. maintaining a formal record of your academic progress and achievements of the Institute, the University of Cambridge, colleges of the University of Cambridge, Cambridge Theological Federation (“CTF”), Cambridge Muslim College (“CMC”) and elsewhere;
- B. retaining a formal record of your academic, career or other life achievements in order to promote and improve the reputation of the Institute and help you to network with other Institute alumni and supporters effectively;
- C. engaging you in Institute and related institution events that we believe will be of interest to you, including alumni and supporter and open events, volunteering opportunities, and other ways you can contribute to the life of the Institute;
- D. providing you with information about the development of the Institute,



Improving relations between
religion & society through education

including major initiatives and programmes relating to either the academic endeavour or the provision of services and facilities to members and the wider public:

- E. encouraging you to make a financial contribution to the Institute and processing any such contributions:
- F. assessing the likelihood that you will, now or in the future, make a financial contribution (gift) to the Institute:
- G. promoting third party services we believe will be of interest to you:

Further details are provided in the Annex. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

Communications

If you are a new contact for our Development Office, we will ask you at the outset how you would like to receive news and other communications from us. If you are already receiving such communications, you are able to change your preferences (or ask us to cease sending you news and other communications completely) by emailing development@woolf.cam.ac.uk. You may request changes at any time.

How we share your personal data

Any transmission of data to or from the Institute is managed through agreed processes which comply with UK data protection legislation.

We share data on a considered and confidential basis, where appropriate, with:

- the University of Cambridge, institutions of the Cambridge Theological Federation and Cambridge Muslim College
- selected companies who provide Institute-branded or Institute-endorsed products and services, as outlined above,
- volunteer partners closely related to us (e.g. Institute Trustees, Development Council members, alumni group representatives),
- contractors providing services to you on our behalf or services to us (our “data processors”), as outlined above, such as our database provider and mailing houses, and
- third party agencies who provide us with data in the public domain about alumni and supporters, as outlined above.

We also facilitate communication between individual alumni and supporters, 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

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). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

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, 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. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

ANNEX

We collect and process your personal data, as specified below, for a number of purposes, including:

- A. maintaining a formal record of your academic progress and achievements of the Institute, the University of Cambridge, colleges of the University of Cambridge, Cambridge Theological Federation ("CTF"), Cambridge Muslim College ("CMC") and elsewhere:

We retain personal data (provided by you or by the University of Cambridge, colleges of the University of Cambridge, CTF or CMC, or created by us), including:

- i) your current name and any previous names you have had;
- ii) unique personal identifiers (e.g. student number, CRSID, date of birth, photograph);
- iii) your current and previous contact details;
- iv) your application details, our assessment of your application and the details of any offer(s) of study we have made;
- v) records of your academic provision from the Institute (including supervisions, Institute examinations and other academic support);
- vi) matriculation and graduation details and records of your academic qualifications (including those prior to becoming a member of the Institute);
- vii) other details of your academic progress or achievement (e.g. Institute or other awards or prizes);

- B. retaining a formal record of your academic, career or other life achievements in order to promote and improve the reputation of the Institute and help you to network with other Institute members effectively:

We retain personal data (provided by you), including:

- i) details of your achievements since you completed your course(s) of study;
- ii) membership of Institute and external clubs and societies (including alumni groups);
- iii) your previous and current employment status (including retirement), including job title, sector, income and work contact details, dates of employment.

When you provide this information, we will assume (unless you notify us otherwise) that we can promote these achievements in our public literature, and can use this information for other purposes outlined in this statement. We may supplement information from other public sources that we consider to be reliable (e.g. your public social media profile(s), Queen's Honours List, Companies House, high profile news reports or articles) and may check their accuracy with you from time to time.

- C. engaging you in Institute and related institution events that we believe will be of interest to you, including alumni and supporter and open events, volunteering opportunities, and other ways you can contribute to the life of the Institute:

We retain personal data (provided by you or by the University of Cambridge, colleges of the University of Cambridge, CTF or CMC, or created by us), including:

- i) known relationships with other members (past or present) of the University of Cambridge or any of the Colleges;
- ii) your previous attendance at College or University events;
- iii) information about your areas of personal interest;
- iv) personal data relating to your attendance at events and your personal preferences (e.g. dietary or accommodation requirements or requests);
- v) records of any communications (verbal or written) we have had with you, including the purpose and outcome of those communications.

When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement. We may supplement information from other public sources that we consider to be reliable (e.g. your public social media profile(s), University publications, high profile news reports or articles) and may check their accuracy with you from time to time.

- D. providing you with information about the development of the Institute, including major initiatives and programmes relating to either the academic endeavour or the provision of services and facilities to members and the wider public:

We retain personal data (provided by you or by the University of Cambridge, colleges of the University of Cambridge, CTF or CMC, or created by us), including:

- i) any communication preferences confirmed by you;
- ii) ways in which you have supported the Institute.

By providing us with email addresses and telephone numbers, we have taken this to be consent to use those channels to contact you for this and other purposes outlined in this statement, unless you have outlined to us your preferred communication channels. When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement.

- E. encouraging you to make a financial contribution to the Institute and processing any such contributions:

The Institute's income consists of gifts and benefactions, income derived from prudent investment of any endowment, income from the rental of study bedrooms and meeting

facilities in our building, and student, training and consultancy fees. We value any financial contribution from our members and, accordingly, retain personal data (provided by you or created by us), including:

- i) the purposes and amounts of any donations or other support previously provided to the Institute by you;
- ii) the method(s) of payments used and related payment references;
- iii) your bank details (for processing direct debit or other financial transactions);
- iv) your tax status and Gift Aid declaration.

Some of this financial information needs to be retained for statutory purposes for a number of years (e.g. Gift Aid, anti-fraud and accounting matters). When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement.

F. assessing the likelihood that you will, now or in the future, make a financial contribution (gift) to the Institute:

The Institute undertakes research to determine your capacity to provide financial support. This results in us creating personal data including:

- i) your estimated income or asset worth (where this is not provided by you);
- ii) your potential capacity to make a gift, including our internal classification of you as a major gift prospect which is determined by a combination of *your giving history, your attendance at Institute events, and your other interactions with the Institute since you graduated (where applicable), including any positive or negative indications from you about your capacity or willingness to give to the Institute;*
- iii) *gifts you have made to other charitable organisations*

Our research includes incorporating information from public sources that we consider to be reliable (e.g. your public social media profile(s), Queen's Honours List, Companies House, high profile news reports or articles). In using these sources, we have considered the potential intrusion of your privacy. In most cases, our assessment above aims to exclude you from unwelcome or inappropriate approaches so as not to compromise your ongoing relationship with us.

We may use external contractors or consultants to assist us in this research. Where we do so, any sharing of your personal data is on the strict understanding that they may not repurpose it, or pass it on to other third parties. We do not sell your personal data under any circumstances.

G. promoting third party services we believe will be of interest to you:

We retain personal data (provided by you), including:

- i) any preferences to be excluded from such services.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us.

Woolf Institute, May 2018