

# University of Groningen

## Privacy Statement governing the use of personal data by the Alumni Relations and Fundraising department

Last update: 25 May 2018

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. The GDPR sets out rules for organizations on handling privacy and collecting and processing personal data. These rules also apply to the University of Groningen. The privacy statement below explains which categories of personal data the University of Groningen (hereinafter 'we', 'us' and 'the UG') collects on alumni, donors and other stakeholders (hereinafter 'you' and 'your') and how we collect them. This statement relates to the specific group of contacts named above only, and supplements the University of Groningen's [general privacy statement](#).

### Which categories of personal data do we process?

If you studied at the UG, we have personal data on you, some of which we are required to keep. At some point we may, for example, need to supply proof that you obtained a particular degree certificate. Other data is kept so that we can stay in touch with you and facilitate your continued involvement in the global network of alumni, lecturers, researchers and students to which you belong. You can use the network to share knowledge and experience, or for reasons of pride or nostalgia, or because you believe in the importance of academic research and education.

We process the following categories of personal data:

- your personal data (name, gender, date of birth, nationality, etc.)
- your contact details (home address, telephone number and email address) and contact preferences
- information about the degree programme(s) you have successfully completed (student number, faculty, subject and graduation date) and activities linked to your educational career
- contact information relating to events (sign-ups, cancellations, attendance, payments)
- information about your membership of alumnus associations, student associations and other associations or foundations linked to the UG
- your employment history (past and current employer(s) and position(s) held)
- your relationship to another alumnus (spouse)
- information about your volunteer activities (e.g. as a mentor or guest lecturer)
- information about your donations to the UG's funds and foundations (bank account number and donation details).

The personal data listed above are all the categories of data about you that we *may* process. This does not necessarily mean that we actually have all the above information. Obviously, we only process the personal data we actually have. For example, if you have never made a donation, we will not have your bank account details.

### **What do we use your personal data for?**

We use your personal data to:

- fulfil our legal obligation to retain records
- send you publications, such as our newsletters
- send you invitations for reunions, alumni gatherings, lectures and other events organized by the UG
- send you birthday greetings
- send you occasional questionnaires (e.g. asking you to help us evaluate the quality of our education or our graduates' career prospects)
- send you information about opportunities to volunteer or become a donor
- send you information about opportunities for postgraduate continuing education, career training and in-service training.

You will receive the above information from us by letter, telephone or email (or other electronic media), depending on the contact details we have and the contact preferences you have submitted.

### **Where do we get your personal data from?**

We obtain personal data from various sources. Our main source of personal data on alumni is the UG's student records database. We use this to access information you gave the university at the start of – and during – your degree programme. We then add any additional information you have supplied when completing forms, etc., as well as collecting information from external sources such as LinkedIn.

Contacts other than alumni give us their personal data directly, e.g. by telephone or email or via business cards. We supplement these data with information obtained from external sources.

### **Why do we process data?**

We have a legitimate interest in processing your data. If we did not do so, we would be unable to carry out our task, which is to maintain and strengthen our links with the UG's alumni and other stakeholders.

We will only process your bank account details with your express permission.

Alumni and other stakeholders are one of the UG's most important links with society. Their involvement in our teaching and research activities is crucial. Our objective in processing your data is to create, maintain and strengthen mutual ties between the UG, alumni and other stakeholders, to share knowledge and

experience and to stimulate the UG's academic research and teaching. As well as using your personal data to strengthen relationships with alumni, we also use them for fundraising purposes.

### **Do we allow other parties to access your personal data?**

We never share your personal data with third parties unless we have hired them to process your personal data, in which case they will be required to sign a sub-processor's contract.

We have signed a sub-processor's contract with several third parties, including two UG funds (the Ubbo Emmius Fund and the Groningen University Fund) and the university's alumni associations. The sub-processor's contract sets out requirements governing how your personal data must be handled and processed, and we reserve the right to check that the processors' working methods are in compliance with these requirements.

Within the UG, we only share your data with departments that need them in connection with evaluating the quality of our education, informing students about career opportunities, etc.

### **How long do we keep your personal data?**

In principle, we keep your personal data indefinitely, so that we have as complete a picture as possible of the total number of alumni who have graduated from the UG.

If you opt to exercise your right to be forgotten, we will erase your contact details from our system and anonymize the data where possible. You should be aware, though, that we are required to keep records of those who graduate from the UG, in which subject and when.

You have the right to:

- inspect your personal data and correct any inaccuracies
- restrict the processing of your personal data
- ask for your personal data to be erased from our system (right to be forgotten), except for certain basic data relating to your degree programme that we are required to keep
- instruct us to forward your personal data electronically to a third party (right to data portability);
- lodge a notice of objection to your personal data being processed, and
- file a complaint with the UG's Data Protection Officer or the Dutch Data Protection Authority.

If you wish to inspect (and, if necessary, correct) your personal data, please send an email to [alumni@rug.nl](mailto:alumni@rug.nl), indicating as clearly as possible which specific information relating to your personal data you would like us to send you.

### **Data Protection Officer**

The UG has appointed a Data Protection Officer (<https://www.rug.nl/staff/a.r.deenen/>) to advise us on the relevant legislation and supervise our data processing activities.