

BU Privacy Notice: Fundraising & Alumni Relations

Please click on the links below to see the information in each section of this Privacy Notice. Each link opens a new page.

In sections 4 and 5, the main text gives an outline of the processing activity and a symbol to show the legal basis of that processing. For those that wish to have a more detailed understanding of the processing, the paragraphs marked “**More information**” provide further information about how and why the processing is undertaken and a full reference to the legal basis for it.

Alternatively you can access a printable PDF copy of the full Privacy Notice by clicking on the link on the right of this page.

From time to time we will make **changes to this Notice**. Significant changes will be notified to you using the email address you have asked us to use when communicating with you.

BU’s **Data Protection Officer** (“DPO”) has oversight over data protection matters within BU. If you have any questions about this Notice, or any queries or comments on the processing described in this Notice, you can contact the DPO on dpo@bournemouth.ac.uk, 01202 962472 or Poole House, Bournemouth University, Fern Barrow, Poole BH12 5BB.

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BU Privacy Notice: Fundraising & Alumni Relations

1. Introduction

(a) What is this Notice?

This Notice applies to information relating to alumni (including graduates, Honorary Graduates and staff who have opted into the Alumni Association), donors, supporters, students in receipt of grants from the Fundraising and Alumni Relations department, students who are part of alumni volunteering schemes, fundraising Champions and prospective supporters. As we hold this information in a form that identifies individuals, it is “personal data” (also referred to as “data” in this Notice).

In this Notice, “BU” “we”, “our” and “us” refers to Bournemouth University Higher Education Corporation. We have separate Privacy Notices covering information relating to BU Students, BU Staff, individuals interested in BU services and events who are not current or past BU Students, and individuals participating in BU research projects. “BU Student” refers to an individual who has accepted an offer to study at BU or is registered on a course at BU.

More information: The purpose of this Notice is to enable you to understand the scope of the personal data which BU holds and uses that relates to you personally, and how this data will be handled by us. It covers use of your information within BU and the circumstances in which we will share your data with other organisations.

We think it is important that you can understand our uses of your data. In addition the data protection laws require us to be transparent about how we process your data, and they set legal requirements to give you specific information.

Because of this, and because BU is a large organisation which needs to collect and use personal data for a range of purposes, this Notice is quite long and it contains some technical legal language. We have tried to make the Notice as clear as possible and provide useful signposting so that you can find the information most relevant to you. See section (c) below for guidance on how to use the Notice.

(b) What is data protection?

Personal data is information relating to identifiable living individuals (known as “data subjects”). Use of personal data (including collecting data, sharing data or just holding it in files) is referred to as “data processing”. To protect your privacy, organisations do not have complete freedom in how they use your personal data. They have to comply with data protection laws, which apply restrictions on when and how personal data can be processed. Processing of personal data is lawful only where it meets certain requirements or conditions which relate to the purpose of the processing and how it is carried out.

More information: Previously the data protection laws were set out in the Data Protection Act 1998, but from 25 May 2018 new data protection laws apply. These are set out in the EU General Data Protection Regulation (called “GDPR”) and a new UK law, the Data Protection Act 2018.

Under these laws, BU is the data controller of the information it collects and processes as described in this Notice. This means that it has the core legal responsibility to safeguard the information and ensure it is processed lawfully.

In particular BU must:

- Take steps to ensure that the data it processes is accurate and up to date;
- Give you clear information about its processing of your data, in one or more Privacy Notices like this one;
- Only process your data for specific purposes described to you in a Privacy Notice, and only share your data with third parties as provided for in a Privacy Notice; and
- Keep your data secure.

Information about your data protection rights as a data subject is set out later in this notice.

(c) Using this Privacy Notice

Sections 4 and 5 of this Notice identify and explain the data processing and data sharing carried out by BU.

In these sections, against each description of a data processing or sharing activity you will automatically see a summary description of the processing and a colour-coded indicator of the legal basis of the processing (these are explained below). This first level of information will also include any specific processing activities which we particularly need to highlight to you. You can then choose whether to click through to see a more detailed layer of information about the processing and its legal basis.

(d) Understanding the legal basis for processing of your data

BU is using colour coding to provide a quick, easily-accessible indication of the legal basis for processing. This box explains how the colour coding in this Notice links to the conditions set out in the GDPR: references to Articles are to the relevant provisions within the GDPR. The conditions listed here are those which BU is relying on in relation to the processing covered by this Notice and may not be a complete list of all available conditions under the data protection legislation. Further information about the basis of a specific category of processing can always be obtained by clicking through the links in sections 4 and 5 of this Notice.

More information: Conditions of processing for any personal data



Necessary for the performance of a contract between you and BU: this will be either the core contract between us for the delivery of your course (if you are a BU student) or another contract between you and BU. The terms of the BU Student Agreement can be found here: <https://www1.bournemouth.ac.uk/students/help-advice/important-information> [Art 6.1(b)]



Necessary for compliance with a legal obligation on BU: we will provide more information about the relevant obligation [Art 6.1(c)]



Necessary for the performance of a task carried out in the public interest: this would usually be an activity within BU's core purpose as a statutory higher education corporation, to deliver higher education and carry out research, but might refer to a public interest task pursued by another organisation [Art 6.1(e)]



Consent: this means that you have agreed that we can use your data for this specific purpose. You are able to withdraw your consent at any time. Consent can be withdrawn by contacting alumni@bournemouth.ac.uk, tel: 01202 961083 or, where you have received a separate privacy notice specific to your consent, by using the contact details in that notice. [Art 6.1(a)]



Necessary for legitimate interests pursued by BU or another organisation, where BU has determined that the processing represents an appropriate balance between its aims and your interests, rights and freedoms as a data subject. Where this applies, we will identify the purpose we are pursuing [Art 6.1(f)]



Necessary to protect your vital interests or those of another person, i.e. to prevent or manage significant risks of harm [Art 6.1(d)]

More information: Additional conditions of processing for special category data

One of these must apply if we are processing any information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or disability or your sex life or sexual orientation. These are referred to as "special categories" of data in the data protection legislation.



Explicit consent: this means that you have explicitly agreed that we can use your personal data for this specific purpose. You are able to withdraw your consent at any time. Consent can be withdrawn by contacting alumni@bournemouth.ac.uk, tel: 01202 961083 [Art 9.2(a)]



Necessary to protect the vital interests of you as the data subject or another person, where you are physically or legally incapable of giving consent [Art 9.2(c)]



Necessary for the purposes of substantial public interest. Where this applies, we will identify the relevant public interest [Art 9.2(g)]



Necessary for establishment, exercise or defence of legal claims [Art 9.2(f)]



Necessary for healthcare purposes, including assessment of working capacity, medical diagnosis, provision of treatment or the management of healthcare arrangements. This only applies where the processing is the responsibility of a healthcare professional who is subject to professional obligations of confidentiality [Art 9.2(h)]



Necessary for purposes of carrying out obligations and exercising rights in relation to employment, social security and social protection law [Art 9.2(b)]



Necessary for research or statistical purposes, where it is considered that the use of your data will be proportionate to the aims of the research and that your interests as a data subject will be appropriately safeguarded [Art 9.2(j)]

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2. When and how we collect your data

The data we hold about you is collected or generated in the following ways:

- Collected internally from BU's Student Records system, at the point at which you move from being a student to an alumnus. This includes your name, gender, residential address, student number, email address, date of birth, course studied, award and year of graduation.
- Collected directly from you: for instance through the alumni details form completed by you and subsequently through your expressed preferences for your continued involvement with BU (e.g. volunteering), through donations made or pledged to BU and all your contacts and engagements with BU staff.
- Collected from other third parties using publically available information (for instance, if you have given permission to be listed as a donor to another charity's project or have published your employment details on LinkedIn).
- Collected from nomination forms (for instance for Honorary Graduates or Alumni Awards).
- Collected via due diligence research using publically available sources (e.g. company directorships via Companies House).

The data we hold about you may include some special category data, which is subject to extra protections under data protection laws. This is identified and explained in sections 4 and 5 of this Notice.

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3. How we hold your data


- BU uses an electronic record system called Raisers' Edge (RE) to host core alumni and supporter / prospective supporter records. RE is hosted on a secure server within BU's network. There is a record for each individual in relation to their relationship with BU. The information held within RE includes basic contact and study details, imported at the point of graduation; information about any donations or pledges to the University including Gift Aid; volunteering within BU; information about any grants from the Fundraising & Alumni Relations department you received (which may include details of funded internships); your communications preferences (if you have told us); notes from meetings you have had with members of the Fundraising & Alumni Relations department; job title and role. We also hold equality monitoring information (if you have provided this via our online Alumni details form). This includes data relating to ethnicity, religion or belief, sexual orientation, sexual identity and disability and is used to help us understand the diversity of our alumni community and improve the inclusiveness of our activities. RE is accessible to BU staff to the extent they require access for the purposes of their role within BU.
- Your personal data may also be held in electronic and/or hard copies within files and email folders in individual BU administration departments. This includes information held by our Finance and Legal and Corporate Governance teams in relation to the services they provide.

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4. How and why we process your data for BU purposes

Each section below refers to a different category of data processing for purposes which are determined by BU. You can click on the description to see more information about the processing and the legal basis for it.

- **Registration and Administration of your Bournemouth University Alumni Association membership**

We process your data to facilitate and manage your membership of BU's Alumni Association, and to tailor your communications preferences. 

More Information: The data processed for these purposes will include basic contact details and information about your studies at BU, as provided via BU's Student Records system. This data will be supplemented with information you have given us or which is generated through your contact with us. We use this information to provide you with alumni services. This includes providing replacement certificates, careers advice and references, access to BU facilities, discounts off Master's degree course fees and discount offers available to alumni.

-  Necessary for legitimate interests pursued by BU i.e. maintaining your relationship with BU after you have graduated and providing alumni services.

Information that you provide to us about your communications preferences and areas of interest (such as opportunities for volunteering, attending events or receiving news stories) will be used by us to ensure that we communicate with you in accordance with your stated preferences. Where you have expressed an interest in being involved in a particular area we will pass your contact details to the appropriate department within BU so they can contact you. This includes forwarding details of those interested in:

- becoming International Alumni Ambassadors to Regional Managers within International Marketing and Student Recruitment
- giving "back to school" talks to the UK Student Recruitment and Outreach Team
- offering placements to students to the Careers and Employability Team

You will have confirmed your agreement to receiving such communications and indicated your preferred method(s) of communication and the types of information you wish to receive. We only send these communications with your agreement and

in line with your stated preferences. You can change your preferences or stop these contacts at any time by contacting alumni@bournemouth.ac.uk, tel: 01202 961083.



Consent: We will only communicate with you about areas you have expressed an interest in with your consent, and we will only send such communications to you by email if you have consented to this

Information you provide to us under the equality monitoring section in our Alumni details update form will be used for statistical analysis and reporting to help us understand the diversity of our alumni community and improve the inclusiveness of our activities. This information includes details relating to your ethnicity, religion or belief, sexual orientation, sexual identity and disability, if you have provided this.

Processing carried out for statistical analysis does not focus on you as an individual or involve taking decisions or actions relating to you specifically as an identifiable individual. The outputs of this activity are reports which refer to anonymised statistical data from which you cannot be identified. The statistical analysis is carried out by staff in our Alumni Relations team. Reports on this statistical analysis are shared in a range of ways. This includes reporting within our governance structure, to our Board, Committees and Sub-Committees.



Necessary for legitimate interests pursued by BU i.e. to understand the diversity of our alumni community and improve the inclusiveness of our activities.



Necessary for research or statistical analysis.


If you have provided us with your explicit consent, we will also use information you have provided to us about your ethnicity, religion or belief, sexual orientation, sexual identity and disability to contact you about specific activities which we believe may be of interest (e.g. communications campaign, events or volunteering tailored to particular groups) to help us improve the inclusiveness of our activities. You can ask us to stop using your information for these purposes at any time by contacting alumni@bournemouth.ac.uk, tel: 01202 961083.





Explicit Consent: we only process this information for this purpose with your explicit consent.

Your data will also be processed to carry out an analysis of your levels of engagement with our communications (e.g. to see whether you open emails from us and click through to articles from links in those emails and whether you take action as a result of such communications such as responding to a request for volunteers). This helps us to ensure that we are providing information that is of interest to you. The data will also be used for general analysis to ensure our communications are of interest to our alumni. Where the data is used for general analysis, we will separate the relevant data fields from the information which identifies you as an individual


and carry out general statistical analysis on data which does not contain identifiable information.

-  Necessary for legitimate interests pursued by BU i.e. ensuring its communications are of interest to its alumni to ensure their continued engagement with BU.


If you agree to act as a volunteer, we will keep information about you such as details provided by you about your career, expertise and areas of interest so that we can contact you when suitable opportunities for volunteering arise. If you agree to volunteer for a particular role, we will keep information about the nature of your volunteering and the date(s) when you acted as a volunteer. We will also keep any correspondence with you about volunteering.

-  Necessary for the performance of BU's core public task i.e. the delivery of higher education and research.
-  Necessary for legitimate interests pursued by BU i.e. ensuring we can administer the volunteering scheme proficiently and have adequate records of activities undertaken by volunteers.

We may send you occasional letters if we identify an opportunity we believe you might be interested in such as acting as a mentor or attending a BU event.

-  Necessary for legitimate interests pursued by BU i.e. continued engagement with its alumni that may be able to assist BU in the delivery of higher education, supporting current BU students and enhancing their employability.

We will occasionally use mailing houses to oversee hard copy mailings to our alumni. In these instances we will only share data using secure file transfer platforms. Before constructing any major hard copy mailings we will also use the services of a data cleansing house. This is to avoid mailing those registered with the Mailing Preference Service, to remove names of those who have passed away and to reduce the amount of mail returned as a result of changes of addresses. Where an individual is found to have moved away, we will not use data cleansing houses to supply new address records and will, instead, mark the record as "no valid address" on RE.

-  Necessary for legitimate interests pursued by BU i.e. to ensure that we do not send hard copy mailings to individuals on our database where this would be inappropriate or it appears we do not hold up-to-date address details.

If you have shared your employment details publically via LinkedIn, we may collate and record this information on our RE system in order to run internal reports and analysis of our graduates' employment destinations. These reports will be shared with relevant academic staff within BU Faculties to help them build a picture of



graduate destinations for their courses and help shape the development of such courses.



Necessary for legitimate interests pursued by BU i.e. the creation of reports for internal stakeholders identifying graduate employment destinations to help build a profile of graduate destinations from specific courses and shape the development of such courses for the benefit of future students.

Information about your name, gender, last known residential address, student number, email address, date of birth, course studied, qualification and year of graduation will be kept indefinitely so that we can provide evidence of your awards and references when required to do so.

- ***To administer and manage alumni mentoring schemes***

We process the data of alumni and students who participate in alumni mentoring schemes, in order to match mentor to mentee and to monitor the scheme.  



More information: If you, as an alumni, confirm that you would like to participate in our mentoring scheme for BU students we will process information that you have provided to us including your name, email address, telephone number, job title, nationality, career history and areas of expertise/interest so that we can match you with an appropriate student mentee.

If you, as a student, confirm you would like to participate in our mentoring scheme for BU students, we will process information you have provided to us including your name, email address, telephone number, nationality, details of your career plans, areas of interest in relation to the mentoring scheme and relevant disabilities so that we can match you with an appropriate alumni mentor. You will be asked to sign an agreement covering how we will use this information, which will be stored on RE.



Necessary for performance of BU's core public task i.e. the delivery of higher education and research.



Necessary for the performance of the mentoring agreement between a student and BU.

Where the information you provide to us includes information about health conditions or disabilities that you may have, you will be providing us with special category data which requires additional protection. We will only process this information where you have volunteered it to us and for the purposes of matching a student mentee with an appropriate mentor and to facilitate the provision of the mentoring services.



Consent: you have agreed to this processing.

Details of your participation in a mentoring scheme will be kept in order to administer the scheme and deal with any queries or concerns the alumni mentor or the student mentee may have in connection with their involvement in the scheme.







Necessary for legitimate interests pursued by BU, i.e. to ensure the smooth administration of the mentoring scheme and the ability to deal with any queries or concerns from students and alumni participating in such schemes.

Details of mentoring schemes, including the information provided when you agreed to participate in the scheme and any feedback provided on completion of a mentoring programme between an alumni mentor and a student mentee, will be kept for future analysis.



Necessary for legitimate interests pursued by BU, i.e. to help us measure the uptake of such schemes and to ensure the mentoring schemes are providing a useful service for BU students.

- **To administer and steward donations and pledges**

We process your data in order to administer your donations in accordance with charity and accounting law. We also process your data to ensure we meet your communications preferences (for instance by sending you periodic reports on your funded projects or invitations to relevant events).    

More information: Processing of your data will include basic address and contact details, details of the donation, any Gift Aid statement and correspondence relating to the donation and its purpose. It will also include a record of the due diligence we have undertaken in connection with a donation.



Necessary for compliance with a legal obligation on BU: BU is required to comply with charity, anti-bribery, anti-money laundering and taxation legislation when considering whether to accept and when accepting donations.

Information that you provide to us about your communications preferences will be used by us to ensure that we communicate with you in accordance with your stated interests (e.g. to provide you with progress reports in connection with your funded projects or to inform you of events that we think may be of interest to you) and your requested method(s) of communication. We only send these communications with your agreement and in line with your stated preferences. You can change your preferences or stop these contacts at any time by contacting alumni@bournemouth.ac.uk, tel: 01202 961083.



Consent: we will only communicate with you about areas you have expressed an interest in with your consent, and we will only send such communications to you by email if you have consented to this.

Your data will also be processed to carry out general analysis of levels of engagement with our communications about fundraising activities, donations made and the success of fundraising projects but this analysis will not be used as a basis for individual communications with you.



Necessary for legitimate interests pursued by BU, i.e. to analyse the success of fundraising activities to help inform future fundraising projects to support BU students, teaching, research and capital projects.



Necessary for performance of BU's core public task i.e. the delivery of higher education and research.

- **To administer the grants managed by the Fundraising & Alumni Relations Department**

We process your data in order to administer the grants managed by the department, to

ensure that grant criteria are met and to monitor applications.



More information: The data processed in connection with a grant application and, if successful, a grant award will include your contact details, including name, email and residential address, course studied, associated project reports and records, internship details including the company you worked for. BU will enter into an agreement with you if you are awarded a grant. BU will also have an agreement with the grant funder (e.g. Santander Universities) and information about you, as a grant recipient, the administration of grant funds and the project supported by the grant funds will be disclosed to the funder. We will also use the data to deal with any issues raised by you or the grant funder in connection with an application for, the award of or use of a grant and any informal disputes relating to grants.



Necessary for the performance of a contract between you and BU in relation to the grant award.



Necessary for performance of BU's core public task i.e. the delivery of higher education and research.



Necessary for legitimate interests pursued by BU and the grant funder so that BU can distribute grants to BU students to assist with the development of their employability skills and the grant funder can monitor the use of the grant funding it provides to BU to ensure compliance with the contract between BU and the grant funder and the success of funded projects.





Necessary for compliance with a legal obligation on BU: BU is required to comply with charity and taxation legislation when processing financial records relating to the grant.

We will use data collected from you and the grant funder in relation to grant applications and awards for analysis.



Necessary for legitimate interests pursued by BU, i.e. to analyse the success of grant awards to help inform future grant rounds to ensure that grants are appropriate for the needs of BU students to enable them to progress their education, develop their employability skills and/or develop their research.

- **To manage the fundraising actions and introductions by our volunteer fundraising 'Champions'**

We process your data in order to facilitate major donor fundraising through your introductions and advice.  

More information: We record details of our meetings with you and the information you choose to give about your contacts and interests.



Consent: we will only communicate with you about potential donors with your consent, and we will only send such communications to you by email if you have consented to this.

We record details of how you would like to be involved with BU e.g. delivering guest lectures, receiving invitations to guest lectures and your stated preferences for our method of communication with you.



Consent: we will only communicate with you about opportunities to be involved with BU with your consent, and we will only send such communications to you by email if you have consented to this.

We will process any special category data you choose to tell us (for instance, political allegiance, disability or religious views) to the extent that it is relevant to the fundraising being contemplated.



Consent: you have agreed to this processing.


We keep data about communications (such as letters or phone calls) with your contacts that you provide to us.



Necessary for legitimate interests pursued by BU i.e. so that we can understand relationships with our supporters. It also provides an audit trail for the

introductions you have provided to ensure we comply with our Code of Ethical Fundraising & Donors' Charter for Bournemouth University.

- **To manage the relationships with the University's Honorary Graduates**

We process your data once BU's Board has indicated they wish to make an Honorary Award to you. This data will be processed whether you decline or accept the award and will include information about your communications preferences. 

More information: We process information about you including name, postal address, phone number, email address (if provided), your nomination (including information about why you have been nominated and an overview of your career, family life and any voluntary positions/charitable involvements you may have to the extent that such information is available from public sources), whether you accept or decline the award and, if applicable, arrangements for your graduation so that we can administer BU's Honorary Awards. If you decline an Honorary Award, we will only retain your name and confirmation that you have declined the award so that we do not contact you again in the future.



Necessary for legitimate interests pursued by BU i.e. to inspire BU students, recognise the contribution of individuals and to celebrate their success.

If you accept an Honorary Award we record details of how you'd like to be involved with BU and your communications preferences to ensure you receive the information you want from BU. This may include (for instance) your stated interest in giving guest lectures, event invitations or the amount of contact you'd like with us each year. You can change your communications preferences or stop these contacts at any time by contacting alumni@bournemouth.ac.uk, tel: 01202 961083.



Consent: we will only communicate with you about your continued involvement with BU with your consent, and we will only send such communications to you by email if you have consented to this.





We may also process special category data such as health, political or religious views if you choose to tell us this information and give your explicit permission to our processing this information.




Consent: you have agreed to this processing.


- **To manage the relationship with funders who are organisations (such as grant making trusts or companies)**


We process the data of funders that are organisations in order to administer the grants and donations we receive. This may include information provided about a named main contact at the organisation and about the trustees of such organisations if they have an individual or


personal relationship with BU.    

More information: We process data including the key contact details of individuals at the organisation, the funding criteria and correspondence records with individuals at the organisation in relation to funding applied for and received by BU. The data will also include financial records if the organisation has made a donation or pledge.

 Necessary for performance of BU's core public task i.e. the delivery of higher education and research.


 Necessary for legitimate interests pursued by BU i.e. to enable BU to carry out fundraising for the benefit of its students, teaching, research and capital projects.

 Necessary for the performance of a contract i.e. the receipt and disbursement of grants, and compliance with project criteria in order to release a pledge.

 Necessary for compliance with a legal obligation on BU: BU is required to comply with charity and taxation legislation when processing financial records relating to the grant.

- **To raise money from major donors to support Bournemouth University**

We process data on individuals that we hope may support BU and its students. The information is obtained from publically available sources or via conversations with our Champions. We do not contact prospective individual major donors directly – we only seek

introductions from our Champions.  

More information: We process basic contact details and interests where they are publically stated, for instance if you have given an interview to the media stating which charities you support. We may pass your name and your address to a third party company who will aggregate all the publically available information on you (for instance, from The Times Rich List), to help guide us towards individuals that may be able to make a significant contribution to BU. This helps us to make best use of our limited resources and only seek introductions from our Champions to appropriate individuals. We mostly research prospective donors based on the projects we are fundraising for, for instance marine archaeology or healthcare research. All information is held securely and the research we gather is only shared to a limited

extent outside of the Fundraising and Alumni Relations department (e.g. we may use information collected to prepare a short biography of you for reference by senior BU staff members). We do not pass the information to any other charities. We will delete the data if we have not made contact with you, via a Champion, within 18 months of completing our research.



Legitimate interests pursued by BU i.e. to enable BU to identify major donors that may be able to provide support to BU for the benefit of BU students, teaching, research and capital projects.

Once we have been introduced to you by a Champion, any further contact with you will only be with your consent and you will be able to tell us how often you'd like to hear from us, in relation to which projects and the method of communication. You can change your communications preferences or stop these contacts at any time by contacting alumni@bournemouth.ac.uk, tel: 01202 961083.



Consent: you have agreed to this processing.

If you tell us you do not want any further contact with us we will retain your name and date of birth so that we know not to contact you again for fundraising purposes. If you have made any donations prior to telling us you do not want any further contact, we retain information relating to your donation in order to comply with our legal obligations in relation to the receipt of donations. For internal use we will also keep a record of correspondence, invitations to events, and key relationships.



Legitimate interests pursued by BU i.e. to ensure we comply with your request not to contact you for fundraising purposes.



Necessary for compliance with a legal obligation on BU: BU is required to comply with charity, anti-bribery, anti-money laundering and taxation legislation when processing financial records relating to donations.

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5. Additional sharing of your data with third parties

This section explains when and why we share your data with third party organisations for their purposes, where this is not covered in section 4.

To facilitate the Graduate Outcomes Survey

We provide your name, course details and contact information to the organisation which acts on behalf of HESA to carry out the Graduate Outcomes Survey.

This is a survey about job/career outcomes for higher education graduates. After you leave BU you may be contacted and asked questions as part of this survey.

We provide this information for a task in the public interest, or for legitimate interests, and for research and statistical purposes.

For information about the data provided to HESA and the way it is processed by HESA and other third parties, please see the HESA Collection (privacy) notice for students:
<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

If you are contacted for the purpose of the Graduate Outcomes Survey, you will be given further privacy information at this point.    **More information:**



Necessary for legitimate interests




Necessary for the performance of a task carried out in the public interest



Necessary for research or statistical purposes

Non-routine data sharing in exceptional circumstances

We will share personal data with emergency services where this is necessary to safeguard your position or that of other individuals. 

We will also share personal data with the police or other organisations with responsibility for investigating potential crimes such as fraud (e.g. local authority or HMRC fraud investigation teams) where satisfied that this is necessary for the prevention or detection of crime, the apprehension or prosecution of offenders or the assessment or collection of tax or duty. 

This may include sharing special category data such as health information. 

More information: Depending on the nature of the situation which has arisen, sharing with the emergency services could include sharing information with the police, National Health Service organisations and the Fire Service.



Disclosure is necessary to protect your vital interests, i.e. where you are at clear risk of harm, or to protect the vital interests of others e.g. if they are at risk of harm from your actions. We will only share special category data on this basis if it is not possible for us to obtain a valid consent from you to the disclosure.



Where the police have told us, and we are satisfied that this is the case, that sharing your data with them is necessary for the purposes of preventing or detecting crime.



Disclosure is necessary for the purposes of protecting you or others from risk of harm, or for prevention/detection of crime: these are purposes in the substantial public interest.

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6. Transfer of your personal data outside the European Economic Area (EEA)

Data protection laws limit our ability to transfer personal data outside the countries within the EEA (i.e. the countries which are subject to the same or very similar data protection laws). This is to help ensure that a consistent level of data protection applies to your data at all stages of processing, and that you are not exposed to additional privacy risks through the transfer of your data. Transfers of data outside the EEA are only permitted in certain circumstances.

There may be a transfer of your personal data outside the EEA in the following circumstances:

- Where you are based outside the EEA and we need to send you emails or other communications to respond directly to queries received from you; or
- With your consent.

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7. Retention: how long will we keep your data for?

We have given information in section 4 about the length of time for which we will keep your personal data in connection with some categories of processing/data. BU is undertaking a review of its retention policies and future versions of this Notice will contain more specific references to retention periods for different categories of data.

In general, we will aim to retain your personal data only as long as necessary for the purposes of the processing which are explained above, and any secondary purposes such as audit, regulatory and legal record-keeping requirements.

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8. Your rights as a data subject and how to exercise them

Under the data protection laws you have a number of rights in relation to our processing of your data. In summary these are:

- Right to request access to your data as processed by BU and information about that processing – a “subject access request”
- Right to rectify any inaccuracies in your data
- Right to request erasure of your data from our systems and files
- Right to place restrictions on our processing of your data
- Right to object to our processing of your data
- Right to data portability: where we are processing data that you have provided to us, on the basis of consent or as necessary for the performance of a contract between us, you have the right to ask us to provide your data in an appropriate format to you or to another controller.

Most of these rights are subject to some exceptions or exemptions, depending on the purposes for which data is being processed.

If you have any questions or concerns about our processing of your data, please contact the **BU Data Protection Officer (DPO)**:

Email: dpo@bournemouth.ac.uk

Telephone: 01202 962472

Address: Poole House, Bournemouth University, Fern Barrow, Poole BH12 5BB

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above or visit the Data Protection page on our website at <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-act-1998-dpa-privacy-policies> to access the relevant forms.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However, as a data subject if you have concerns about our data processing or consider that we have failed to comply with the data protection legislation then you have the right to lodge a complaint with the data protection regulator, the Information Commissioner:

Online reporting: <https://ico.org.uk/concerns/>

Email: casework@ico.org.uk

Tel: 0303 123 1113

Post:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF