**Privacy notice –Alumni Relations**

**The Data Controller of the information being collected is: Perth College UHI, Creiff Road, Perth PH1**

**2NX Phone: 0345 270 1177.**

**For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at** dataprotectionofficer@uhi.ac.uk

**This privacy statement relates to the following processing:**

Alumni Relations

The administration and delivery of Alumni relations network

**Your data will be used for the following purposes:**

**All former students**

**Purpose 1:**

**Administration ‐ invites**

We process your data so that we can invite you to networking opportunities and events we hold at Perth College UHI

**Purpose 2:**

**Literature**

Former students' name, address, faculty, award title, and award classification will be

kept on file for 3 years in which time we will send two Alumni newsletters per year on the College and work of the Development Trust, information on events, and information that might be of interest to them.

**Purpose 3:**

**Award publication**

Each year we award the alumnus of the Year Award to former students and Alumni will be asked for nominations. Any information we receive on the winner of the Award will be sent to the press and used in the Development Trust Annual Report and other publications. Any photographs could be used for publicity purposes

**Purpose 4:**

**Former Students**

From time to time students might be approached and asked for an update on their career which allow us to tract their career progress

**Purpose 5:**

**Volunteering**

Former students may be sent information on Volunteering opportunities such as mentoring students

**Purpose 6:**

**Membership**

Alumni will be sent Information on membership of ‘Friends of the Perth College ‘ network and how to make a donation to support future students at Perth College UHI

**To achieve the**

**following purposes:**

Purpose 1: Administration ‐ invites,

Purpose 2: Literature – newsletter

Purpose 3: Award publication – Alumnus of the Year Award

 Purpose 4: Former Students – update career details

Purpose 5: Volunteering – mentoring current students

Purpose 6: Membership to “Friends of Perth College “

**You also have the right to lodge a complaint with the Information Commissioner’s Office about our handling of your data.**

**The Information Commissioner’s Office is UK’s independent authority set up to uphold**

**information rights in the public interest. Their website is** [www.ico.org.uk](http://www.ico.org.uk)