



The University of the West Indies

ALUMNI PRIVACY STATEMENT

The University of the West Indies provides alumni relations programming support and information to you, as a graduate, throughout your lifetime via a range of academic, social and networking events. The Institutional Advancement Division (IAD) is responsible for Alumni Relations, that is, *the engagement and involvement of alumni through strategic programming and communications*. The IAD serves the entire institution; all five UWI campuses: the Mona Campus situated at Mona in Kingston, Jamaica; the Cave Hill Campus situated at Cave Hill in Barbados; the St. Augustine campus situated at St. Augustine in Trinidad and Tobago; the Five Islands Campus situated in Antigua and Barbuda and the Open Campus which serves seventeen countries within the Caribbean region inclusive of the four countries noted above.

The IAD also promotes and supports the activities of the American Foundation for The University of the West Indies (AFUWI) located in New York and the British Foundation for The University of the West Indies (BFUWI) in London, the Alumni Association Toronto Chapter as well as the UWI Toronto Gala in Canada. The Alumni Relations professionals deliver options for you to attend events and reunions; learn about volunteer and philanthropic opportunities; provide access to exclusive benefits and discounts through the Pelican Perks Advantage Programme; as well as how to stay connected to your Alma Mater. In order to provide these services, we have a database which contains personal data collected by the IAD team as well as other teams at the UWI.

The IAD in accordance with Ordinance 2 has two primary responsibilities and areas of operation: i. Alumni Relations and ii. Fundraising and Philanthropic Opportunities. Fundraising and Philanthropic Opportunities are supported by both Alumni and Friends of UWI.

The University of the West Indies (“The UWI”, “University”) is committed to ensuring the privacy of your information. This Statement explains how The UWI handles your Personal Data collected about both groups in activities that we undertake. What you should expect when The UWI collects your information, is covered in this privacy statement.

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1. For the purpose of this Statement:

“Alumni” means Former students of The UWI.

“Alumni Online” means The University of the West Indies Alumni Online (AO) web and social networking site and related online services provided by Alumni Relations arm of the IAD to encourage communication among alumni for personal and professional networking and university-related activities.

Alumni Online is a service provided free of charge for UWI alumni. All potential users will be verified against our current records during the registration process before being granted full access to the site. The UWI reserves the right to refuse access to anyone who misuses the site in any way. This activity is monitored on a regular basis.

“Alumni Technology Platforms” means the use of various internet-based platforms to communicate with alumni.

“Friends of UWI” means donors and well-wishers who are not necessarily considered alumni. The IAD is the recipient of donations from non-alumni who are classified as “Friends of UWI”.

“Online Platforms” are various internet-based ~~platforms~~ services that facilitates interactions between two or more users.

“Personal Data” means data relating to a *living* individual or to an individual who has been *deceased for less than thirty years*, who is or can be identified, either from the data or from the data in conjunction with other information, which is in, or is likely to come into the possession of The UWI. It includes information in the form of photographs, audio and video recordings, and text messages.

Some Examples of Personal Data

- a) Information relating to the race, nationality or ethnic origin, religion, age or marital status;
- b) information relating to the education or the medical, criminal or employment history or information relating to the financial transactions in which the individual has been involved or which refers to the individual;
- c) any identifying number, symbol or other particular designed to identify the individual;
- d) the address and telephone contact number;
- e) the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual;

- f) correspondence sent to an establishment by the individual that is explicitly or implicitly of a private or confidential nature, and any replies to such correspondence which would reveal the contents of the original correspondence;
- g) the views and opinions of any other person about the individual; or
- h) the fingerprints, deoxyribonucleic acid (DNA), blood type or the biometric characteristics of the individual.

“Processing” means doing anything with the Personal Data, such as collecting, recording, organizing, structuring, storing, adapting or altering, retrieving, accessing, consulting, disclosing, disseminating, aligning or combining, restricting, erasing or destroying or using the data in any way.

- 2. This Statement explains how The UWI collects, uses and shares the Personal Data of its alumni and how the Personal Data will be processed in accordance with our [Data Protection Policy](#).
- 3. This Statement contains the practices to be followed by The University of the West Indies pertaining to the collection, use and disclosure of your Personal Data, whether you are a present or former University student.
- 4. The University recognizes the confidential nature of the information in its care and is therefore accountable to you in protecting your Personal Data.
- 5. **How do we collect your Personal Data?**

Upon your graduation from the University, the campus at which you were a student will automatically transfer basic Personal Data from our student record system to the IAD in accordance with The UWI’s Data Protection Policy and the Student Privacy Statement. The UWI collects personal details given by you via online forms including application forms and questionnaires which you have already consented to providing. This data includes:

- i. Your name;
- ii. Address;
- iii. Date of Birth;
- iv. Marital Status;
- v. Next of Kin;
- vi. Faculty from which you graduated;
- vii. Hall to which you were assigned;
- viii. Department and Programme of study;
- ix. Graduation Date.

6. In addition to the information from the campuses, the IAD may obtain information about you from:
 - i. your interaction with other departments, faculties, other units of learning;
 - ii. UWI staff;
 - iii. other sources where information is made legally available to the public;
 - iv. another graduate, (where this information is provided with your permission);
 - v. the public domain or from your relationships to other alumni, donors and friends. We will always check for consent in those instances before using these details.
 - vi. third party sources for example Facebook, LinkedIn. We will always check for consent in those instances before using these details.
7. We also collect your Personal Data directly from you, during your visits to our website, through the use of cookies, if you attend our events, or through any other communication you have with the IAD.
8. We may obtain other Personal Data:
 - i. when you complete an Alumni Information form which may include your current personal interests and charitable activities.
 - ii. When you enquire about our activities, register for an event, update your details or make a donation to The UWI.
 - iii. Which has been made public or from sources that can satisfy the legal transfer of that information to us and for our use.
9. **Optional Data**

The IAD may make contact with you from time to time and may request further information which may include:

 - i. academic information including academic department and programme of study, years of study and graduation dates, classification of degree;
 - ii. images (including photographs and videos);
 - iii. career data;
 - iv. financial data, including credit card details and other financial information;
 - v. case study data (i.e. data in relation to your alumni experience);
 - vi. research and profiling data (including financial, business, philanthropic and demographic information);
 - vii. racial or ethnic origin;
 - viii. political views;
 - ix. health and disabilities;
 - x. sexual orientation.
10. We will only process this optional data where you have given your explicit consent for us to do so; where you have manifestly made the personal data public; or when that processing is legally required.

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11. **How we protect your Personal Data**

- i. All of the Personal Data we hold for you will be held securely by the IAD and used strictly in accordance with The UWI Data Protection Policy and for the purposes for which it is collected.
- ii. The IAD will not collect information on your grades, neither do we keep copies of your transcripts.

12. **Processing Personal Data Held by IAD**

Occasionally, we may also process Personal Data held by IAD with compliant, confidential third-party companies as part of ongoing maintenance of accurate and up-to-date Alumni personal data. Data related to these processes will sometimes include:

- i. home address;
- ii. email;
- iii. telephone numbers; and
- iv. philanthropic interests.

13. **Confidentiality of your Personal Data**

All Personal Data is held securely and treated confidentially and with sensitivity to enable us to further the work of the IAD/UWI and provide world class alumni relations programming and services to you.

14. **What information do alumni receive?**

Alumni receive regular news about events, reunions and ways to get involved. This includes career assistance, mentoring programmes and further opportunities in work or study.

15. **What will you have access to?**

You will also have access to our exclusive alumni platform where you can reconnect with others, share memories, volunteer to mentor others and post and search for jobs and internships.

16. **Who has access to your Personal Data?**

Only authorised University staff, who have signed confidentiality agreements and understand the importance of privacy, will have access to Personal Data held by the IAD.

Your Personal Data will only be shared externally where you permit or where required by law. The IAD may engage student workers to assist in the office who may have access to your Personal Data. These students will be subject to confidentiality requirements.

17. **Right of access to your data**

You have the right to ask for a copy of all the information we hold about you and to have any inaccuracies in your information corrected. If you wish to exercise this right, please contact the IAD Office. Your request will be passed on to the DPO. We will request proper identification before your data will be released.

18. **Right of Erasure**

You have the right to request the erasure of your Personal Data at any time. You may do so by contacting the IAD who will pass on your request to the Data Protection Officer (DPO). The UWI may, in certain circumstances, be unable to accede to your request for erasure in instances where your Personal Data is required for us to retain our charitable status, or for you to receive your tax incentives or deductibles, or where the law requires that we must retain the Personal Data.

If you would like to opt-out of our retaining your Personal Data, receiving telephone fundraising calls, please email us at iad@alumni.uwi.edu or dpo@uwi.edu. Please note that the erasure of your Personal Data from the IAD database does not affect the retention of your Personal Data anywhere else in the University or its subsidiaries.

19. **Your Choices**

You can choose the types of activities and information you would like to receive from the IAD. This is known as your contact preferences. You can change your marketing and contact preferences any time by contacting us at iad@alumni.uwi.edu.

20. **Uploading your Personal Data to alumni technology platforms**

In some cases, you may be asked to agree to your Personal Data being uploaded to Alumni technology platforms such as *Graduway where a campus or a Chapter uses such platforms*. Relationships with *Graduway* and other such platforms are subject to the agreement between *them* and The UWI. It is our commitment to you that your Personal Data, on any Alumni technology platform, will be used for the intended purposes only and will be subject to the same rigours as this statement and The UWI Data Protection Policy.

21. **Why and how we use your information**

21.1 **Why?**

- i. to keep you up to date with news and progress regarding the University;
- ii. to promote alumni and friends' engagement activities and events.

With your consent, we may use your details for the purposes of fundraising for attracting prospecting donors;

21.2 **How?**

The IAD will take appropriate steps to ensure that we only process your Personal Data for the purposes for which it is collected.

22. **Who is the Data Protection Officer?**

For purposes of the protection of your Personal Data, The University has engaged a University Data Protection Officer. The role of the Data Protection Officer is to ensure the integrity of your Personal Data and to ensure that the IAD handles your Personal Data in accordance with The UWI Data Protection Policy.

You may contact the DPO at dpo@uwi.edu.

23. **Our Records Retention Policy**

We categorise records in accordance with our Records Retention Policy. You may view this policy at:

<https://uwi.edu/archives/sites/archives/files/UARMP%20Policy.pdf>

24. **Accessing your Personal Data**

If you wish to request access to any of your Personal Data held by IAD, please contact iad@alumni.uwi.edu or dpo@uwi.edu.

25. **Right to Rectification**

You have a right to have your Personal Data rectified. If you wish to amend your Personal Data, or the type of communication you receive, or the way in which the University contacts you, please contact: iad@alumni.uwi.edu or dpo@uwi.edu. Where you wish to rectify your data, we may ask you to provide proof to ensure that our data base is rectified to reflect current and accurate information.

If you have any concerns or queries about this statement, or about how we hold and use your data, please contact: iad@alumni.uwi.edu or dpo@uwi.edu.

26. **Video Recordings**

The changing landscape of communication has resulted in the IAD communicating with many of our alumni, donors and sponsors through social media and online meeting platforms. The IAD will advise you if a meeting will be recorded and provide you with the opportunity to decline to attend. Not declining means you have been deemed to have consented to being recorded. During recordings your image or other personally identifiable information, such as your name, may be displayed.

This statement may change from time to time, as required.