Privacy Notice – Alumni

November 2026

This privacy notice provides you with information about us, why we collect information from you when you register with Fife College Alumni, what we do with the information we collect from you, who we share your information with and your rights under the Data Protection law in relation to that information.

This notice applies to anyone who registers with Fife College Alumni, and by doing so, has supplied the College with their personal information. We may update this notice at any time.

We process (this means to doing anything with the information such as to collect, store, use, access, destroy or share) information which relates to you in accordance with Data Protection law. The purpose of this notice is to make you aware how we handle your personal data.

"Personal data" means recorded information we hold about you from which you can be identified or may be identifiable. It may include your name, contact details and other personal information you have supplied us.

If you have any questions about this notice you can contact our Data Protection Officer on the contact details noted below.

Why do we collect data about you?

We process your personal data where processing is necessary to provide the services set out in the Alumni application form, or to communicate with you in connection with Fife College Alumni. Communications to you may be made by different methods depending on the contact details we hold and the preferences you express about the types of communications you wish to receive. If you provide us with contact details for a particular method of communication we will update your record and communicate with you using this information, unless you tell us otherwise.

We may also use your personal information to analyse the successfulness of initiatives you may be involved in and to identify potential improvements. You can opt-out of this processing or choose not to participate.

We may also use anonymous data for internal reporting purposes.

What personal data do we collect about you?

When you register with Fife College Alumni you provide us with personal data using the Alumni application form. We may also ask for further information about you which tells us more about you and we may ask for your feedback.

Data Protection Principles

We will comply with the six data protection principles in the UK GDPR, which say that personal data must be:

1. processed fairly and lawfully and in a transparent manner;
2. collected for specified, explicit and legitimate purposes and processed in accordance with such purposes;
3. adequate, relevant and not excessive for the purpose;
4. accurate;
5. not kept longer than necessary; and
6. processed in a way that protects the integrity and confidentiality of the personal data.

We shall ensure we can show that we have complied with the data protection principles.

Sharing your Data

Fife College will not share personal data collected for Fife College Alumni purposes with any other organisation.

Legal Basis and how long we keep your Data

Your data is processed based on your consent. Your data will be kept for as long as you wish to remain a member of Fife College Alumni or until you ask us to stop processing your data.

Should you change your mind at any time about the participation and communication preferences selected at registration, please contact alumni@fife.ac.uk.

Where you attend an event or are involved in a particular initiative, for example work experience or mentoring, we may use your personal information in line with our legitimate interests for internal analysis to assess the successfulness of events/initiatives and to identify areas of improvement. You may opt-out of this processing at any time by contacting alumni@fife.ac.uk.

Where you withdraw consent to be contacted in the future, the College will maintain a core set of data to make sure that you aren't contacted inadvertently in the future.

Your Data Rights

You may have the following rights over your data. These rights are not automatic and are dependent on the provisions of Data Protection law. If you are unsure of your rights or wish to exercise any of your rights, you may contact the College's Data Protection Officer. You may have rights to:

- Request access to your personal data;
- Request that we make corrections to your data if it is not accurate;
- Request that we erase your data
- Object to us processing your data or to ask us to stop processing your data
- Withdraw consent for processing
- Complain to the Information Commission's Office;

- Know whether your data is collected to satisfy a statutory or contractual requirement and the consequences of you not providing personal data;
- Be told whether your data is used for automated decision making, including profiling, the logic involved and the consequences of the decision making (if appropriate); and • Be told if processing beyond the original purpose of the collection of your data is to be carried out.

Data Protection & Security

We will only process your personal data for the specific purposes notified to you in this document. Your personal data will only be processed to the extent that it is necessary for the specific purposes notified to you. We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed or updated. Please notify us if your personal details change or you become aware of inaccuracies in the personal data we hold about you. The College will process your data only in accordance with the UK GDPR, this Privacy Notice and in adherence to the College's Data Protection Policy and other relevant policies. The College will take appropriate technical and organisational measures to protect the rights of Data Subjects. In the event of a data breach which results in high risk to your rights and freedoms, we shall communicate the nature of that breach to you including our contact details, the likely consequences of the data breach and details of the measures taken or which we plan to take to address the data breach and to mitigate its consequences.

Data Protection Officer

If you have any questions relating to your personal data, its processing or your rights as a Data Subject, you should contact the College's Data Protection Officer in the first instance on DPO@fife.ac.uk.

Should you be unsatisfied or you believe that your data is not being processed in accordance with the Data Protection Act or the UK GDPR, you may complain to the Information Commission's Office (ICO). Further information, including contact details can be found on the ICO's website at https://ico.org.uk/for-the-public/.