

Privacy notice: the Verein der Freunde und Förderer der University of St. Andrews e.V. (“the GA”) Membership (University of St Andrews German Association)

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| Approved by | Christopher Milne, Head of Information Assurance and Governance |
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Version Control Table

| Version Number | Purpose / Changes | Approved | Author | Date |
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| 1.0 | First version | Approved | C Milne | June 2020 |
| 2.0 | Amendment to table, 5.2. Additional of paragraph 2.2 | Approved | H Edie/C Milne | January 2021 |

1. How the German Association will make use of your personal data

1.1. The German Association (“the GA”) is required to inform you how personal data collected by you will be processed and to provide other information, including details of with whom personal data may be shared and your data protection rights.

2. The identity and the contact details of the controller

2.1. Heather Edie, Development Office, Crawford Building, 91 North Street, St Andrews, Fife, KY16 9AJ; +44 (0) 1334 462111

2.2. Vice-President of the GA (“stellv. Vorsitzender”), Marienstraße 2, 61350 Bad Homburg

3. The purposes for which the GA will make use of personal data

3.1. Administering your GA Membership

Your personal data is used by the GA to set-up and administer your membership of the Association; which will involve either the amendment of an existing University of St Andrews (“the University”) alumni record, or establishing a new member record. The GA will also make use of your personal data to support the administration of GA business, to support fundraising, associated events and to research/investigate whether particular proposed activities are likely to be of interest to members. The personal data which will be collected from you will include: your name; preferred contact details and any details as necessary to administer financial donations/gifts that you may opt to make.

3.2. Providing you with services

Your details will be used to prepare for and to provide you with services from the GA. Office bearers from the GA may use your contact details to advise if changes to any Association events are required e.g. should the time and venue of an event change. For this purpose, the GA may share your contact information and payment status with local alumni clubs that organize the events.

3.3. Advising you of services

Office bearers from the GA and/or the University may contact you to advise you of services and facilities that you may be interested in. If you do not wish to be advised of services or facilities, please advise staff at the University Development Office, arrangements will be made so that no similar communication with you will take place, until such times as you choose otherwise.

4. The legal bases for processing personal data

4.1. Your personal data will be used to service the contract (your membership of the Association) or for preparation for entry into a contract (membership).

4.2. Details about any donations/gifts made to the GA may be shared with tax authorities in Germany and any Regulator and/or auditor appointed to review the operations of the Association. In such instances any transfer of personal data will be made under the basis of legal obligation.

5. Who personal data may be shared with

5.1. The GA and the University have entered into a data sharing agreement, which sets out how your personal data will be collected, shared, used and secured by both parties. A copy of that agreement is available on request. Please write the GA Office SPoC at the Development Office, Crawford Building, 91 North Street, St Andrews, Fife, KY16 9AJ or email dataprot@st-andrews.ac.uk.

5.2

| Disclosure to for the purposes of | Details |
|---|--|
| University Development Office and or agents/suppliers of the University; to provide maintain records of your GA membership and on behalf of the GA to communicate with you regarding services and facilities through the Association. | Membership and contact details. |
| Tax regulation and/or financial audit of the activities of the GA. | Membership, contact details and records of gifts made. |
| Local alumni clubs; to organize events. | Membership and contact data and payment status for local events. |
| Payment processor (Paypal); to process payments for events. | Contact data for events. |
| Management software provider (Easyverein); to provide maintain records of your GA membership and to communicate with you. | Membership and contact details. |

6. The period for which personal data will be stored, or if that is not possible, the criteria used to determine that period

- 6.1. The GA will retain membership data during the lifetime of an individual's membership and for up to 6 years after membership has ended. Thereafter details of GA membership will be destroyed.
- 6.2. Details of financial gifts may be required to be retained for longer, in line with German taxation legislation and any other associated financial regulations.

7. Rights available to individuals

European and German data protection legislation provides individuals with a number of rights regarding the management of their personal data, in relation to GA membership your rights are:

- 7.1. The right of access to your personal data, commonly referred to as a subject access request, which involves the following being carried out within a calendar month:
- 7.2. Confirmation that personal data is being processed.
- 7.3. Access being given to your personal data (provision of a copy), unless an exemption(s) applies; and
- 7.4. The provision of supplementary information e.g. an explanation of how your personal data is processed and who this is shared with.
- 7.5. The right to rectification, which may involve the GA working to correct any inaccuracies in personal data or to address any omissions, which may require personal data to be annotated to acknowledge that this is incomplete.

7.6. The right to data portability, which may involve The University providing you with a copy of elements of your personal data that exist in machine readable form that you have given to the University.

7.7. These rights have to be met by the GA and any other organisation that takes decisions about how or why your personal data is used. The University on behalf of the GA will provide members with their data protection rights that are available as a member of the Association. Details on those rights are available from the University website, or you can contact dataprot@st-andrews.ac.uk or write them at IT Services, Butts Wynd Building, St Andrews, KY16 9AL; alternatively you can contact the SPoC at the Development Office, Crawford Building, 91 North Street, St Andrews, Fife, KY16 9AJ.

8. Where the GA asks for your consent to make use of personal data

8.1. The GA may ask you for your permission to be contacted in the future, via any contact details you have provided:

8.2. To provide you with details of services and offers in accordance with what you would normally expect through your membership;

8.3. If you are not presently a University alumnus or alumna, the GA on behalf of the University to ask if you wish to become registered as a University alumnus or alumna; and

8.4. To ask you about your experiences as a member of the GA, to help the Association improve the quality of our services and the experience of all members.

8.5. Consent is optional. Individuals are under no compulsion to provide their consent, and where consent is provided, you will have the right to withdraw consent at any time, from which point where the GA relies on consent to make use of your personal data, the associated uses will then stop.

9. The right to lodge a complaint with a supervisory authority

9.1. If you believe that the GA has not made use of your personal data, in line with the requirements of the law, you have the right to raise this first with the University, who will make an assessment with the GA, and with the Hessen data protection agency at Der Hessische Beauftragte für Datenschutz und Informationsfreiheit, Postfach 3163, 65021 Wiesbaden.

10. Contractual requirement to provide personal data and the consequence where no personal data are provided

10.1. To secure services from the GA you must provide details about you and your preferred contact details to become a registered member.

11. Revision of the Privacy Notice

11.1. This Privacy Notice will be reviewed at regular intervals. The review period will be approved by the GA and recorded on the accompanying coversheet. Any significant change to relevant legislation, the Articles of Association of the GA or procedures primarily concerned with the protection of personal data may trigger an earlier review.

12. Availability

- 12.1. This Privacy Notice will be published on the University website.
- 12.2. Should a copy of this Privacy Notice be required in another form, including orally i.e. an audio recording, please contact dataprot@st-andrews.ac.uk or write them at IT Services, Butts Wynd Building, St Andrews, KY16 9AL; alternatively you can also write the SPoC at the Development Office, Crawford Building, 91 North Street, St Andrews, Fife, KY16 9AJ.