

# London School of Hygiene & Tropical Medicine

## Privacy Notice for alumni and supporters

The School has over 30,000 alumni in more than 180 countries. We provide this diverse community with a lifelong link to LSHTM and each other. Alumni membership is free and open to all former students and staff. LSHTM also seeks to raise money from philanthropy and the public sector to support scholarships, research and finance our expansion by supporting improvements to our infrastructure and attract the best scientists.

## How we process your data

Processing your data helps us to develop and maintain engaging services and activities to enrich your experience with LSHTM. We use your data to keep you informed about LSHTM and to provide opportunities for you to be involved in activities.

Purposes for processing your data include:

- Sending you LSHTM publications, e.g. alumni magazine and e-communications.
- Conducting surveys about alumni interests and career destinations.
- Providing services, such as email for life for our alumni.
- If you have an identified interest in donating to LSHTM, sending you personalised proposals and appeals for donations.
- Sending you details of volunteering opportunities.
- Recording details of any donations you make to LSHTM for reporting, donor communications and stewardship activities.
- Inviting you to appropriate events, e.g. international Chapter events based on your geographic location.
- Internal record keeping, including the management of any feedback or complaints.
- Before seeking or accepting major donations we are required to conduct due diligence, reviewing publicly available data relating to the donor.
- Administrative purposes that support the above.

We will communicate with you only in the ways that adhere to your chosen communication preferences, whether by email, post, telephone or ~~face~~ face. To ensure that our communications are relevant to you and your interests, we may segment our communications based on demographic, geographical or educational

We will only process your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

## Updating your details

Alumni can manage their personal information and preferences at <https://lshtmconnect.org/> or by contacting [alumni@lshtm.ac.uk](mailto:alumni@lshtm.ac.uk)

Non-alumni can update their details and communication preferences by contacting [development@lshtm.ac.uk](mailto:development@lshtm.ac.uk)

If you are registered with the Telephone Preference Service (TPS) but provide us with a telephone number, we may call you on this number as your action to provide the number demonstrates that we have your consent to do this.

## Retention

LSHTM considers its relationship with alumni, donors and supporters to be life-long and we will retain much of your data indefinitely unless you request otherwise. When determining how long we should retain your personal data we take into consideration our legal obligations and tax or accounting rules.

If you have pledged a legacy gift, it will be necessary to retain your data until your gift is received, so that we can identify the gift against that pledge. When we no longer need to retain personal information, we ensure it is securely disposed of. We may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

## Your rights

We will always try to ensure that the personal information we hold for you is up to date, accurate, reasonable and not excessive. You will always have the right to:

- Be informed as to how we use your personal information.

- Access or request a copy of the data we hold about you.

- Update, amend or rectify the personal information we hold about you.

- Change your communication preferences at any time to restrict how we process your personal information, or opt out of some or all communication.

- Ask us to remove your personal information from our records. Please note that in such

- cases, there may also be data which we are legally obliged to keep.

- Withdraw consent, where it is used as a legal basis for processing.

- Object to or restrict the processing of your personal information for any of the purposes outlined above.