

Privacy notice - Development: Family Programme Membership

Introduction

This is a summary of the University's Development Office Privacy Notice, which introduces your privacy rights and how the University gathers, shares and makes use of information that you provided when applying for a Family Programme membership, or when you subsequently made bookings to attend University Family Programme events. The full version of this notice is available from the University website or you can ask for a copy by contacting the University Data Protection Office (please see below).

Who we are and how you can contact us

University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife, Scotland, UK ("the University"). The University is a charity registered in Scotland, No SC013532. You can get in touch with the University Data Protection Officer by email dataprot@st-andrews.ac.uk or by post by writing to Mr Christopher Milne, Head of Information Assurance and Governance, University of St Andrews, Butts Wynd, North Street, St Andrews, KY16 9AJ.

How we gather personal data

Your personal details provided via your completion of the Family Programme membership application form and/or when booking for associated events will be collected by the University's Development Office.

How we use your personal data – the legal basis

Your personal data is used by the University's Development Office to service the contract between members of the Family Programme and the University; and to prepare for and to provide you with services and communications from the University's Development Office as part of your membership. If you provide the University with feedback about your experiences of the Family Programme, we will use that information to improve our services.

Sharing and transferring your personal data

Your personal data will be shared within the University; and with agents, contractors and other associated organisations engaged by the University's Development Office to administer your membership, and to provide you with the best possible service.

Keeping your personal data

Information about your Family Programme membership will be held by the University and destroyed a period of time after your membership ends.

Your privacy rights

You have the right to object to how the University makes use of your personal data. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. The University Data Protection Officer can provide more details.

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