



PRIVACY NOTICE FOR NEAPOLIS UNIVERSITY ALUMNI

This privacy notice will inform you:

- The data we hold about you
- How and why we use your data
- Your rights regarding the data we hold about you

Processing your data.

Neapolis University (NUP) is the controller under the General Data Protection Regulation (the GDPR).

The NUP's Alumni Office aims to treat your personal data collected with respect towards its privacy and security. That is why the Neapolis University Alumni Office day-to-day activities are governed by policies and procedures that includes data protection legislation.

All personal data is held and processed in accordance with the GDPR.

This notice explicitly relates to personal data processed by the Alumni Office and departments of the University engaging with alumni.

Data we hold.

Information of students that wish to be registered as Alumni is given as follows:

For existing NUP graduates that have not been registered as Alumni the information will be provided via direct contact from the Alumni Office.

For existing and future students the consent will be provided via the relevant consent form in Moodle, and will be validated after your Graduation.

Most of the personal information we store and process has been given to us by you.

This may include:

name, title, gender, date of birth

contact details (addresses, email addresses, phone numbers, social media links)

education information

information about your time at the University and your interests, (if you were member of a club or scholarship recipient)

your employment status

records of your engagement with our communications

records of communication received by the University from you

media articles

information on your engagement in University meetings, events

images

your preferences concerning how we contact you and for which purposes.

Using your data.

We communicate with you and process your information in order to:

share University publications and news to keep you up-to-date

facilitate academic, social and networking events and reunions

fundraise for activities at the University

promote alumni discounts, benefits and services via Alumni Card

inform you about careers support, postgraduate study and professional development

facilitate business development, engagement and networking opportunities

conduct surveys to improve University and alumni services

promote volunteering opportunities, such as mentoring students and giving talks to students

collect case studies and quotes for marketing publications in order to inspire students and alumni

provide you with access to services that require alumni status verification, via Alumni Card.

We may communicate with you by:

mail

email

social media and digital media advertising

telephone

SMS.

Legal Basis for processing.

GDPR requires us to have a valid legal reason to process and use your personal data. This is called a 'legal basis'. GDPR requires us to be explicit with you about the legal basis upon which we rely in order to process information about you.

The lawful basis upon which we will process your personal information is usually where:

“processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. (Article 6 of GDPR).

When we process your data, we ensure that your rights or interests do not override this processing.

Where we need to rely on a different legal condition, such as consent we ask you if we can use your personal data for specific purposes (having informed you of those purposes), and you freely and unambiguously agree to such use. You have the right to withdraw your consent at any time.

Retention.

Being a member of the University and part of the alumni community is a lifelong relationship. This means that usually we retain University alumni personal data until you specifically request us to remove it from our records.

If you decide that you no longer wish to receive communications from the University please be informed that we still need to hold a small amount of personal information so that we can keep a record that you have asked us not to contact you.

If we lose contact with you, we may seek new contact details to ensure that we can keep you informed about activities and opportunities with the University.

Your rights.

Under GDPR you have individual rights in relation to the personal information we hold about you.

request a copy of the information we hold about you

update or amend the information we hold about you if it is wrong

change your communication preferences at any time

ask us to remove your personal information from our records

object to the processing of your information

raise a concern or complaint about the way in which your information is being used

If at any time you want to review or stop entirely the communications we send to you, please contact the Alumni Office via email alumni@nup.ac.cy

Alternatively, you can unsubscribe from our emails through the “unsubscribe” option provided at the bottom of our outgoing emails.

Contact.

You should contact the Data Protection Officer dpo.nup@nup.ac.cy if:

- you have a query about how your data is used by the University
- you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)
- you would like to complain about how the University has used your personal data

Our postal address is: Alumni Office, Neapolis University Pafos, 2, Danae Avenue, Pafos 8042, Cyprus.

Our email is alumni@nup.ac.cy

This privacy notice was last updated in February 2021 and may be amended from time to time.