

PRIVACY AND COOKIES POLICY

Page last updated: 24 May 2018

We (Alumni Union Limited) are committed to protecting and respecting your privacy.

This policy (together with our Terms of Use and any other documents referred to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting <https://alumniunion.co> and or any of our social media pages ("our site") you are accepting and consenting to the practices described in this policy. In the case of social media pages you will of course also be accepting the privacy policy of the social media forum in relation to your dealings with them.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Alumni Union Limited of Kemp House, 152-160 City Road, London, EC1V 2NX.

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

Information you give to us

You may give us information about you by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you visit our site, when you register as an Alumni Union Member, use any part of to use our site, subscribe to any part of our services, search our site, place an order on our site, participate in discussion boards or other social media functions on our site, enter a competition, promotion or survey, and when you report a problem with our site. The information you give us may include details such as your name, date of birth, university details, address, e-mail address and phone number, financial and credit card information, personal description and photograph, and where you connect with us through social media, details of your membership of the relevant social media forum or platform.

Information we collect about you

With regard to each of your visits to our site we may automatically collect the following information:

- Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- Information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.

Information we receive from other sources

We may receive information about you if you use any of the other websites we operate or the other services we provide. We are also working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies) and may receive information about you from them. This may include details of any products or services which you have applied for and or purchased through our business partners. For these purposes the various universities and colleges are also our business partners. So, if you apply to become and or are a Member of Alumni Union, this information may include details from the University or College which you attend or attended in the past to confirm that you are one of their current students or alumni, and or any offers which you have taken up with them through our site.

PRIVACY AND COOKIES POLICY

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

Information you give to us

We will use this information:

- To provide you with information about other goods and services (including special offers and discounts for members) we offer that are similar to those that you have already purchased or enquired about;
- Where you apply to become a Member and or become a Member of Alumni Union to administer your membership and to make available to you the various membership benefits from time to time including by providing details of your membership status to our business partners and or sub-contractors and receiving and providing to those business partners reports on the use made by you of the membership benefits provided by the relevant business partner or sub-contractor;
- To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- To provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you.
- To confirm your membership status in relation to Alumni Union to any of our business partners through or from whom you have obtained any goods or services or applied to do so;
- To notify you about changes to Alumni Union and if you are a Member to the Membership offering;
- To ensure that content from our site is presented in the most effective manner for you and for your computer.

Information we collect about you

We will use this information:

- To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- To improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- To allow you to participate in interactive features of our service, when you choose to do so, in particular the membership offering if you apply to and or become a Member;
- As part of our efforts to keep our site safe and secure;
- To measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- To make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

DISCLOSURE OF YOUR INFORMATION

We may share your personal information with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

We may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you. This includes but is not limited to their right to use your personal information to contact you.
- Advertisers and advertising networks that require the data to select and serve relevant adverts to you and others. We do not disclose information about identifiable individuals to our advertisers, but we may provide them with aggregate information about our users (for example, we may inform them that 500 men aged under 30 have clicked on their advertisement on any given day). We may also use such aggregate information to help advertisers reach the kind of audience they want to target (for example, women in SW1). We may make use of the personal data we have collected from you to enable us to comply with our advertisers' wishes by displaying their advertisement to that target audience.
- Analytics and search engine providers that assist us in the improvement and optimisation of our site.

We may disclose your personal information to third parties:

PRIVACY AND COOKIES POLICY

- As set out in the section above headed “We may share your information with selected third parties including”. In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If Alumni Union Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its Members and or other customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our [Terms of Use](#) or [Member Terms](#) or any other of our terms and conditions of and other agreements; or to protect the rights, property, or safety of Alumni Union Limited, or Members, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Any payment transactions processed by Alumni Union will be encrypted using SSL technology]. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

COOKIES

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our [Cookie policy](#) below.

Information about our use of cookies

As explained above our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse our site, you are agreeing to our use of cookies as described here.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer or other computing device (your device) if you agree. Cookies contain information that is transferred to your device's hard drive.

We use the following types of cookies:

Strictly necessary cookies

These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.

Analytical/performance cookies

They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

Functionality cookies

These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

PRIVACY AND COOKIES POLICY

Targeting cookies

These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

Questions, comments and requests regarding this Cookies Policy are welcomed and should be addressed to privacy@alumniunion.co.

YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at privacy@alumniunion.co.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

ACCESS TO INFORMATION

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to privacy@alumniunion.co.