

Information notice regarding the management of the alumni network

CONTEXT

In order to manage its alumni network, UNamur stores personal data relating to former students and allows them to add to and update this information.

This data is used to inform alumni about the activities of the University and their former faculty/department and to invite alumni to events (co-)organised by the University, where applicable through the faculty/department or the alumni association of that faculty/department.

CATEGORIES OF PERSONAL DATA PROCESSED AND PURPOSES OF USE

For the purposes of this activity, the University of Namur processes data falling into the following categories:

- General identification data [category including the following types of data: surname, first name, postal address, email addresses, copy of identity card, passport photo, telephone number, etc]
- Professional data [category including the following types of data: data relating to profession or professional activities, position in an entity outside the University, professional affiliations, paid educational leave...]
- ▪ Professional data [category grouping the following type of data: data relating to the profession or professional activities, position in an entity outside the University, professional affiliations...].
- Data relating to the retention of proof of authorisation or consent [category including the following types of data: dates of authorisation, purpose...]
- Data relating to qualifications and academic background within the university [faculty/department, year of graduation...].
- Membership of an alumni association
- Interests

This data is used to:

- Manage an alumni database
- Manage alumni preferences regarding communications sent to them, in particular for the purposes of other processing activities carried out by the University (to respond to research conducted or promoted by UNamur, for mentoring or testimonial activities, and to participate in evaluations ranking UNamur in national and international rankings)

- Manage alumni preferences regarding the sharing of their data with other alumni from the same graduating class
- Manage communications to alumni

BASIS OF LAWFULNESS OF DATA PROCESSING

The activity is carried out on the basis of a legitimate interest of the University (Article 6(1)(f) of the GDPR). This legitimate interest consists of being able to maintain a relationship with its former students and between its former students after they have completed their studies at the university.

CATEGORIES OF DATA SUBJECTS

The categories of persons whose data are processed for the purposes of the activity are as follows:

- Alumni

DATA SOURCES

The data included in the processing activity comes from the following source(s):

- The data is included in a University database
- The data subject provided it

DATA RECIPIENTS

The data is processed solely by University personnel and departments for the purposes of carrying out the activity. The internal recipients of the data mainly belong to the following categories:

- Faculty and department staff
- University administrative staff

External recipients of data belong to the following categories:

- In certain contexts, other alumni from the same year
- Associations constituted as separate entities from the University (ADANam and PharmaNam), in the event of joint organisation of activities

CHARACTERISTICS OF PROCESSING

The retention period is determined based on the following criteria:

- the need to retain the data for operational purposes in accordance with the purpose for which it was collected.

The data is kept in the database until the person objects to its storage or to any use of their data to communicate with them as an alumnus.

DATA SUBJECTS RIGHTS

Data subjects have rights that are described on the page <https://www.unamur.be/en/privacy-policy>. Data subjects can update their data and communication preferences via the page: <https://www.unamur.be/en/university/alumni/directory>. For any other requests, the first point of contact is alumni@unamur.be.