



Data protection statement for alumni and supporters

This statement explains how the Academy handles and uses the personal data we collect about our alumni and our past, current and future supporters or attendees at events that we organise. Developing a better understanding of our alumni and supporters allows us to keep in touch with you, in order to keep you apprised of our activities and developments, to provide services to you, and to identify ways in which you can support us.

We are committed to protecting your personal information and being transparent about what information we hold. The Academy has a range of data protection policies and procedures, an overview of which can be found here: <https://www.afms.org.uk/policies>. The following statement sets out how the Academy specifically uses your personal data for alumni relations purposes.

Personal data that we hold

We may hold information relating to you from a number of sources. A significant proportion of the information we hold on alumni is that which you provide to us (for example, you may give us information by filling in forms on the Academy's website, or by corresponding with us by telephone, email or otherwise). If you are a student or studied at Academy of Forensic Medical Sciences, some of your personal data is transferred from your student record to the Academy's alumni database.

Most records contain:

- details of your education (e.g. the courses you have completed, dates of study)

- your contact details (and we update these whenever you let us know that they have changed)
- your communication preferences, to help us provide tailored and relevant communications

We use targeted internet searches and may search the following websites (either directly or using search engines), where relevant in order to obtain and maintain the accuracy of the data listed above:

- Public sources for companies (in order to find personal data of those companies' employees, etc.)
- Public sources for individuals
- Press sources:

How we use your data

Your data is used by us for a number of interdependent purposes in support of alumni relations and supporter communications. These include:

- sending you publications (e.g. updates about the Academy)
- conducting surveys, including whether a particular new event or a course may appeal
- the promotion of other opportunities and services available to you
- wealth analysis and research in order to improve our understanding of our alumni and supporters
- administrative purposes (e.g. to administer an event you have registered for or attended)

Communications to you will only be sent by electronic means (principally by email), depending on the contact details we hold, the consent that you have provided, and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

Data sharing

Your data will never be shared with any institutions; we take great effort to make sure all your information is kept private, safe and anonymous.

We will never sell your personal data to third parties under any circumstances.

Your rights

You have the right to:

- ask us for access to, or rectification or erasure of your data
- restrict processing (pending correction or deletion)
- object to communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability)

Many of these rights are qualified in various ways.

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data.

Please contact us at info@afms.org.uk if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

We will retain your data indefinitely in support of your lifelong relationship with the Academy or until you request us to do otherwise. We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, course(s) details, matriculation and student's details) to ensure we do not contact you inadvertently in future, and to maintain your academic record for archive purposes.