Privacy statement for NTNU Alumni

Brief information about NTNU Alumni
NTNU Alumni is a network for former students with a degree from NTNU. Former exchange students, post docs, employees and current students is also part of the Alumni network. NTNU Alumni is NTNU’s only professional network.

For NTNU, working together with alumni is a way to strengthen society and NTNU’s identity, as well as ensuring close contact with national and international working life, business and the community. NTNU’s alumni represent a unique resource for NTNU and NTNU represents a lifelong resource for our alumni. This cooperation must be sustainable and based on mutual benefit for our alumni and NTNU. You can read more about NTNU Alumni here: www.ntnu.no/alumni

What is a Privacy statement?
This statement explains how NTNU Alumni handles and uses personal data about our alumni. The information about yourself that you give us enables us to offer you a lifelong relationship with NTNU as long as you want this yourself. At the same time, NTNU Alumni can use your personal data to provide you with relevant information about activities, research and opportunities for cooperation.

We are obliged to protect your personal data and to be open about what information we store. The following privacy statement describes how NTNU uses your personal data for collaboration with its alumni in particular. The purpose of this privacy statement is to inform you about which personal data is processed, how it is processed, who is responsible for processing it, what rights you have and who you can contact.

What is regarded as personal data?
Personal data are all forms of data, information, details and assessments that can be linked to you as an individual. A piece of information is regarded as an item of personal data if it can identify a specific person. A piece of information that cannot on its own be linked to an individual may be classified as personal data if it is combined with other data.

Controller
NTNU’s Communication division is the controller responsible for the processing of personal data in NTNU’s alumni registry; see GDPR Article 4 (7). Contact person is tonje.s.olderskog@ntnu.no.

The purpose of processing personal data in NTNU’s alumni registry
We use your data for a variety of reciprocal purposes to support the relationship between you and NTNU. The purpose of processing personal data in NTNU’s alumni registry is to maintain contact with NTNU through customized communications and relevant information. For example, processing of personal data in NTNU’s alumni registry is necessary to enable NTNU to contact you with:
• General membership information
• **invitations** to professional, social and cultural events organized by NTNU and NTNU’s partners
• **newsletters** (for example, research news and updates about NTNU, usually distributed 1-2 times a month)
• Invitations to join **local alumni networks** around the world and membership of networking groups in social media
• **Continuing education offers** (exclusive end relevant offers for alumni)
• **requests for collaboration** (for example, introductory speaker at seminars and conferences, internship host, mentor, interviewee, partner, participation in boards, councils and committees)
• **requests to participate in surveys** (such as surveys of study programmes offered by NTNU, relevant opportunities for collaboration, etc.)
• **information about opportunities and services** available to you (for example, access to NTNU’s alumni email accounts as well as offers and opportunities available through local networking groups)

We use manual and automated analyses to link data that helps us to provide you with a better experience, to send you relevant information, and to identify opportunities that may be of interest to you.

We always try to ensure that all the opportunities we present are tailored to your interests and desire for contact.

We will always respect a request from you to stop processing your personal data. In addition, your statutory rights are listed below.

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

**What personal data is processed by NTNU Alumni?**
We store information related to you from a variety of sources. A significant part of the information we store about our alumni is information you provide us (for example, you can provide us with information by completing your profile in our alumni registry, or by phone, email or social media).

If you are a student or have studied at NTNU, some of your personal data are transferred from NTNU’s student registry (FS) to the alumni registry when you become a member.

To ensure that every candidate that graduates receives an invitation to the alumni-network, some personal data on every candidate will be transferred from our student registry to the alumni-registry. If you do not want a membership, the information will be deleted. The information will also be deleted one year after the transfer if you do not respond to the inquiry.
Most of the information in your profile is not visible to other members. Only names, postal areas, countries, education and job information are open to members of NTNU Alumni unless you want to hide it.

**The registry contains:**
- full name
- date of birth (not personal identity number)
- gender
- your contact details (and we update these when you tell us that they have changed)
- your country of origin (place of birth)
- details about your education (for example department/faculty, programme of study, degree and period of study. We do not transfer grades.)
- job information (company/organization, position, industry/sector, level of responsibility)
- your communication settings and professional areas of interest
- details about your interaction with NTNU, including:
  - membership of local alumni networks and professional groups
  - your presence at events
  - other contact with us (for example, collaborative projects and email contact)
- personal data provided by you for a particular purpose (for example, diet preferences for catering at events)

**Public and generally available information**
We use targeted Internet searches and services for updating contact information (Infotorg and Bring). In some cases, we also register public and generally available information, for example, from social media (LinkedIn, Facebook, WeChat and WhatsApp) in example like:

- information about the country of residence, place of employment, position and industry (in NTNU’s alumni registry)
- career highlights and other relevant achievements (alumni portraits and RSS about alumni in the media on NTNU Alumni’s web pages)
- Top-level lists - senior executives, entrepreneurs (in NTNU’s alumni registry)

**Webanalysis and cookies**
When you use our digital solutions, your IP address (which identifies your computer), as well as information about your browser, operating system, approximate location, and which web page you came from, are also registered. We log the use of our various digital solutions, but this is only used for analysis of aggregated figures, not for individuals. Website use, etc., is not tracked for individual users. NTNU Alumni is the controller responsible for the processing of this personal data, and stores and processes your personal data in accordance with the Personal Data Act and associated regulations.

The website www.ntnu.no/alumni may contain links to other websites that are not under our control. We cannot take responsibility for the privacy protection or content of these web pages, but we offer the links to make it easier for our members to find more information in specific areas

**How long do we store your personal data?**
We keep your personal data in NTNU’s alumni registry to support your lifelong relationship with NTNU, unless you ask us to do something else. If NTNU Alumni receives information about a death, we will delete all personal data.

How we protect your data

- We ensure that we have data processor agreements in place before we share your personal data. We use a subcontractor that is responsible for parts of the technical data processing. Netenviron Gmbh is our partner and data processor. By agreement with us, the data processor will treat your personal information in the way we decide and in accordance with guidelines for GDPR. We require the data processor to ensure proper information security, which includes making sure that personal data cannot be transferred to others.
- We do not sell your personal data to third parties under any circumstances or allow third parties to sell data we have shared with them.
- We do not share personal contact information without prior approval.

Data protection officer
NTNU has a data protection officer to safeguard the privacy interests of students, employees and alumni at NTNU. The data privacy officer at NTNU can be reached by e-mail: thomas.helgesen@ntnu.no

The legal basis for the processing
The Personal Data Act section 8 (f) states that processing of personal data may take place when this is necessary for the controller to be able to safeguard a legitimate interest and the privacy of the data subject does not exceed that interest.

In order to strengthen our education, research and reputation, it is of interest for NTNU to be closely linked to our alumni. Contact with NTNU also contributes to the strengthening of alumni’s careers and professional development. The cooperation shall be sustainable and based on mutual benefit.

NTNU is unable to systematically develop the relationship with its former students without offering them a membership in NTNU’s alumni network. An alumni network is closely linked to the relationship the individual already has to the university, and it will therefore be predictable for the individual to receive offers for participation in this type of network. NTNU therefore has a legitimate interest in using contact information as described below that exceeds the individual’s privacy interests, cf. section 8 (f) of the Personal Information Act (which will be replaced by guideline for GDPR Article 6 f).

The personal information handled in NTNU's alumni registry is not of a sensitive nature. Only the name, city, country, education and job information is open to other members of NTNU Alumni. No personal information is shared with other entitles outside NTNU. NTNU's alumni
registry has privacy-by-design, and routines and procedures have been developed to minimize the privacy implications.

NTNU uses contact information from NTNU’s student registry (FS) to offer membership to the alumni network. Participating in the network is voluntary, and NTNU respects feedback from people who do not want this kind of inquiries in the future.

The members of the network are self-registered and decide whether you wish to provide additional personal information. It is also up to the you to decide what kind of contact you want to keep with NTNU Alumni. In these cases, the processing basis is active consent or agreement with you, unless otherwise specified. It also means that you can withdraw or change your consent at any time.

As from the autumn 2018: New students are offered membership upon starting their studies at NTNU. Students who do not wish to activate their membership at that point are transferred into the alumni registry when he/she submits a degree.

The student will then receive a request for membership in NTNU’s alumni network. If the student does not want membership, the information will be deleted. The information will also be deleted one year after the transfer if the student does not activate his or her membership.

NTNU’s alumni network has recruited about 43,000 active members and around 60,000 “sleeping” members. The “sleeping” members who are transferred from the NTNU student Registry (FS) will receive an invitation to the network during the period 1 July 2018 to 1 July 2019. Those who have not activated membership by 01 July 2019 will be deleted from the alumni registry.

Access to the information
We share some of the above categories with NTNU’s academic groups. We work closely with the departments and faculties to offer our alumni an approach that is as coordinated as possible. The academic communities have access to NTNU’s student registry (FS) and can contact our alumni directly. Each academic environment has its own procedures and relates to NTNU’s general overarching privacy statement. We also share data with representatives of our local alumni networks and academic groups.

All information is shared in a secure and confidential manner.

Your rights
We always handle your personal data securely, and use of your personal data in our work should not cause any inconvenience for you. We emphasize that it is voluntary to provide us with your personal information.

You have the right:

- to information and access to all personal data about you recorded in NTNU’s systems
• to information about how we process your personal data in NTNU’s alumni registry
• to have errors in your personal data corrected
• to have incomplete personal data about you supplemented
• to restrict how we use your data
• to instruct us to delete your profile

You have the right to access all personal data stored about you. We will process your inquiry as quickly as possible and at the latest within 30 days.

Please contact us alumni@ntnu.no if you have any questions or if you would like to make use of your rights as described in the above paragraph.