

Personal data records

Department	Purpose of processing	Types Personal data collected	Retention period
ODAR	Providing an Alumni Community	Alumni Personal Data: Name, DOB, Contact details for home & business (addresses, phone, email, job title, company name), Course and Year of Graduation.	While Current or request to be forgotten.
ODAR	Providing an Alumni Community	Aumni Relations Board Profiles	While Current
ODAR	Providing an Alumni Community	Alumni profiles, career journey and photos	While Current
ODAR	Providing an Alumni Community	Raw data and analysis	While needed
ODAR	Providing an Alumni Community	Event attendance	One year
ODAR	Managing philanthropic aims	Gift records including gift agreements, letters from donors.	Date of gift + 6 years
ODAR	Managing philanthropic aims	Communications to donors	Date of gift + 6 years
ODAR	Managing philanthropic aims	Prospect research and due diligence on companies, individuals and trusts and foundations.	2 years or while current