



Hertford  
College

# Alumni Update Form

Also available online: [www.hertford.ox.ac.uk](http://www.hertford.ox.ac.uk)

## Your information

We will check your details against the database and if you would like to provide the name of your partner/spouse, we may use it to send joint event invitations/publications."

Title

Forenames

Surname

Former/maiden name

Male  Female

Date of birth  /  /  Marital status

Name of partner

### Academic details

Matriculation year

Subject

## Current addresses & contact preferences

### Home address

Tel

Mobile

Email

### Business address

Tel

Mobile

Email

Preferred postal address  Home  Business

Preferred email address  Home  Business

Are you happy to receive emails from Hertford College containing our news, event invitations and appeal updates? (You may, of course, opt-out at any time).

Yes, Please email me

No, Please don't email me

## Employment details

We will use your employment details to tailor industry related communications, link you with students for careers advice and offer you events, or projects related to your professional interest

Job title

Organisation

Sector

Other appointments (Directorships, Trusteeships, Committees)

## News & updates

Please let us know about any family news, achievements, publications or awards.

Are you happy for us to publish this information in the *Hertford College Magazine*?  Yes  No

## Events & feedback

Would you be able to host an alumni event in your home, your office or at an affiliated venue? Please include details of capacity and the kind of event you could host below.

Are you willing to be a speaker at an event, or to give careers advice? Please include any further details below.

Do you have any feedback for the Development Office about our publications, events or anything else?

## Please return this form to the Development Office, Hertford College, Oxford OX1 3BW, UK

Hertford College stores your data securely on Oxford's centralised alumni and supporter database. For more information on how we use and who has access to it, please see our abridged privacy notice below or view the full Hertford College Privacy Notice on the website.

### How we use your data

The personal data you provide on this form will be used to meet Hertford College's legitimate interests of alumni and supporter engagement, fundraising and stewardship. We will use your data to manage our ongoing relationship and engagement with you, and to send you communications about news, research developments, alumni benefits and services, events, exhibitions, collections and resources, reunions, volunteering opportunities, fundraising priorities and progress updates from the University. We will also use your data to record and/or update your contact details and communication preferences, and record any interactions or contributions you have made to college and University life.

### Who has access to your data?

The data you provide will be stored and shared across the collegiate University of Oxford, including with its relevant clubs and societies if appropriate, in accordance with the

University's policies and procedures via our shared relationship management system. You have the right to object to the processing of your personal data at any time. The University and participating colleges are both "data controllers", meaning you can contact either the University or your college if you have questions about your data.

We may also need to share your data with third-parties working on our behalf to assist with our communications (e.g. mailing houses, printers) and events (e.g. external venues, caterers). We will only do this in appropriate circumstances, for specified purposes, by secure means, and with the relevant data sharing agreements in place. We do not and will not sell your data.

### How long we keep your data

We consider our relationship with our alumni, donors and supporters to be lifelong and we will retain most of your data indefinitely unless you request otherwise.

### Your rights

You have the right to opt-out of direct marketing at any time. You also have the rights to request access to and correction or erasure of your data; to request transfer of your data to another party; and to object to the processing of your data or request that such processing is restricted.

For full details on how we treat your information, including your rights, please see our Privacy Notice at [www.hertford.ox.ac.uk/privacy](http://www.hertford.ox.ac.uk/privacy) or you can request a hard copy from our Development team. If you would like to exercise your rights, opt-out, or are dissatisfied with the way we have used your information, please contact us at [development.office@hertford.ox.ac.uk](mailto:development.office@hertford.ox.ac.uk) or telephone +44 (0)1865 279400. You may also contact our Data Protection Officer at [dpo@hertford.ox.ac.uk](mailto:dpo@hertford.ox.ac.uk). If you remain dissatisfied, you may lodge a complaint with the Information Commissioner's Office at: <https://ico.org.uk/concerns/>