



**TYNDALE**  
Theological Seminary

## Privacy Notices for Alumni

This page provides information about the use of Personal Data for alumni of Tyndale Theological Seminary. If you have taken a class at Tyndale and are no longer registered as a current student, then Tyndale considers you part of its alumni.

### Your personal data – what is it?

“Personal Data” means any information that relates to or identifies you as an individual.

### How will Tyndale process your personal data?

Tyndale Theological Seminary will process your personal information as a result of your being an alumnus of the Seminary. Tyndale complies with its obligations under the EU Data Protection Law by keeping Personal Data up to date, by storing it securely, by not collecting or keeping excessive amounts of data, by protecting Personal Data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect Personal Data. The Seminary shares your personal information interdepartmentally for different academic, administrative and statistical purposes in accordance with agreed procedures.

### What personal data will be processed?

Tyndale Theological Seminary will use the information you provided on your application form, together with any supporting admission documents and additional information provided by any references. We will also maintain records about your studies at Tyndale according to our Record Retention Policy. However, after you graduate, your transcript, diploma, diploma supplement and official Tyndale letterhead communication is retained indefinitely so that the details of your academic achievements can be confirmed and for statistical and historical research. These will be considered your student file.

Personal Data including information such as your name, home address, date of birth, email address, phone number, marital status, name of your spouse, degree programs completed, dates of study and passport country will be passed to the Alumni database. This is your “alumni data.”



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Your Personal Data is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between departments. Access to your Personal Data is limited to the Tyndale staff who have a legitimate interest in it for the purpose of carrying out interactions with you as an alumnus, and our use of your Personal Data will not exceed fulfilling these purposes.

## **What is the legal basis and purpose of the processing?**

Tyndale Theological Seminary will process your Personal Data referred to above for various purposes, including:

- To process transcripts and other references as requested
- To enable your participation at events
- To communicate with you by post, email and phone
- To compile statistics and conduct research for internal and reporting purposes, especially in regard to accreditation requirements
- To fulfill and monitor our responsibilities under immigration legislation
- To fulfill administrative purposes (e.g. to process a donation you have made)

We consider the processing of your Personal Data for these purposes to be either necessary for the performance of our obligations to you (e.g. to process transcripts), necessary for compliance with a legal obligation (e.g. immigration requirements), or necessary for the pursuit of the legitimate interests of the Seminary or an external organization (e.g. Ministry of Education requirements). If we require your consent for any specific use of your Personal Data, we will ask you for it at the appropriate time and you can withdraw this at any time.

## **With whom will your personal data be shared?**

As described above, your Personal Data is shared with relevant staff at the Seminary on a need to know basis. In addition, it is shared as permitted or required by law, on a confidential basis, with external organizations, including the following:

- Educational Institutions to which you direct your transcripts and other items from your student file
- External examiners and assessors from accrediting agencies and external individuals involved in relevant Seminary committees or procedures



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- Relevant Government Departments (e.g. Department of Education, Department of Health, Immigration)
- Local authorities (e.g. town hall registrations/deregistrations)
- If legally required, the police and other law enforcement agencies
- Where necessary, auditors
- Companies or organizations providing specific services to, or on behalf of, the Seminary

On occasion, the above types of sharing may involve the transfer of your Personal Data outside the European Economic Area (EEA) (e.g. to facilitate your desire to be admitted to another educational institution). Such transfers are usually necessary in order to meet our obligations to you, and are carried out with the appropriate safeguards in place to ensure confidentiality and security of your Personal Data.

Other than as set out above, we will not publish or disclose any Personal Data about you to other external inquirers or organizations unless you have consented to it.

## How can you access your personal data?

You have the right to receive details of the Personal Data concerning you which is stored and processed by Tyndale Theological Seminary. Further details are set out in the “Data Subject Access Request Form.”

You also have the right to ask us to correct any inaccurate Personal Data we hold about you, to delete Personal Data, or otherwise restrict our processing, to object to processing or to receive an electronic copy of the Personal Data you provided to us, or to object to communications or direct marketing. These requests will be processed in consideration of the exceptions provided within the law.

## How long do we keep your personal data?

We keep limited “alumni data” indefinitely in support of your lifelong relationship with the Seminary. Information about how long different types of data are retained by Tyndale Theological Seminary is published in the Record Retention Policy.



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### **Who can you contact?**

If you have any questions about how your Personal Data is used please consult first our Data Protection Policy. If you need further assistance, please contact the Seminary at [info@tyndale-europe.edu](mailto:info@tyndale-europe.edu).