

Alumni Policy

1. Scope and Purpose

- 1.1. This policy defines the principles, time periods, mechanisms, and responsibilities for Loughborough College Group's retention of alumni personal data.
- 1.2. 'Alumni' in the context of this policy and the records and data held by Loughborough College are defined as any individual who has studied with the college in any context and at any time since the College's conception in 1909.
- 1.3. This notice applies to XX at Loughborough College Group, its colleges, and its subsidiaries. References to the Group or College refer to all parts of the group.

2. Policy Statement

- 2.1. Loughborough College is committed to safeguarding the personal data of its alumni in accordance with applicable data protection legislation and best practice. This policy outlines the principles, retention periods, procedures, and responsibilities relating to the collection, storage, and management of alumni personal data.
- 2.2. For the purposes of this policy, 'alumni' are defined as any individual who has studied with Loughborough College in any capacity, at any time, since the College's establishment in 1909.

3. Impact Assessments

- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

Name:	Alumni Policy	Owner:	Marketing
Document Reference:	MR-PCG-004	Last Review:	August 2025
Version:	1.0	Next Review:	August 2027

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*

4. Policy

- 4.1. Student data will be added to the alumni record systems either on completion of qualification, or when a former student signs up to join the College's alumni network. Alumni contact details continue to be held, flagged and mastered in student record systems to ensure a single instance of accurate information.
- 4.2. This policy covers all alumni data, information, records and content relating to College business which has been created by College staff or updated directly by individual alumni, and:
- 4.2.1. relates to an identifiable individual (eg: identified by name, and/or contact details)
 - 4.2.2. is kept in any medium or format (eg: text, sound, image, paper, electronic, document or database)
- 4.3. Typically, alumni records will relate to the management of the relationship between Loughborough College and its alumni, for example:
- 4.3.1. agreement to receive marketing mailings, etc newsletters and event invitations, and mailings to cohorts of alumni.

5. Location and Access

- 5.1. This document can be found here:
- The Loughborough College Group's Website
 - The Loughborough College Group's SharePoint

6. Linked Policies and Procedures

- 6.1. You may wish to view the following policies:
- Privacy and Personal Data Protection Policy
 - Privacy Notice – Students

7. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title

Name:	Alumni Policy	Owner:	Marketing
Document Reference:	MR-PCG-004	Last Review:	August 2025
Version:	1.0	Next Review:	August 2027

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*