

## Overview

Webster University understands that privacy is important to you. We want you to know that we are committed to safeguarding your Personal Information. This is why we want to provide you with a clear picture of how the Personal Information that you provide to us is processed, managed, and protected by us. This Alumnae/Alumni Privacy Notice (“Privacy Notice”) contains important information regarding Webster’s privacy practices and the choices we offer our beloved alumnae/alumni with respect to their Personal Information. If you choose to provide us with your Personal Information, you are telling us that you understand and accept the privacy practices detailed in this Privacy Notice and authorize us to take actions consistent with this Privacy Notice. We strongly encourage you to read this Privacy Notice in its entirety to understand our privacy practices in advance of submitting any Personal Information to us. If you have any questions regarding this Privacy Notice or any of our related privacy policies, please do not hesitate to contact our Privacy Manager by phone +30-211-990-5305 or email: [mazarakist@webster.edu](mailto:mazarakist@webster.edu).

## Why we collect your personal information

Alumnae/alumni development helps all our core constituencies - students, faculty, and staff members - by providing students with funds for access to a college education, our faculty with research and teaching opportunities, and the University with resources to expand programs and thrive. In addition to fundraising, alumnae/alumni partnerships are a critical part of meeting institutional priorities and the successful delivery of our mission. Alumnae/alumni, our best global ambassadors, enhance recruitment, social mobility, employability, industry and cultural engagement, research application, lifelong learning, governance, advocacy, and institutional reputation.

## How we collect your personal information

At Webster, we may collect Personal Information from or about you in a number of ways, for example:

- From the information you voluntarily provide to us: when you are graduating from one of our programs as you complete graduation-related processes and procedures, sign up for an alumni event, make enquiries, raise concerns, or share what is going on in your life, make a donation to the University, or otherwise communicate with us by telephone, email, or via our website;

- From the information you voluntarily provide to third parties with whom we partner when you sign up for an alumni event, make enquiries, raise concerns, or share what is going on in your life, make a donation to the University, or otherwise communicate by telephone, email, or via our website;

- From the information you voluntarily provide to other third-party entities to whom you have granted permission to share your information who may provide reference information about you; and

- From publicly-available sources of information.

Webster is not responsible for privacy practices of third parties with whom we do not partner. You are encouraged to use common sense when sharing your Personal Information and we encourage you to review the privacy practices of each third party with whom you choose to share your Personal Information.

Webster may combine Personal Information you provide to us with information available from external sources to gain updated contact information and/or a better understanding of our alumnae/alumni and to improve our fundraising methods, products, and services.

## The types of personal information we collect

We may collect the following types of Personal Information about you:

- Your name and contact information, such as your address, email address, and telephone number, as well as your date of birth, national insurance number (or other tax identification number), passport number or national identity card details, country of domicile, and nationality;

- Information relating to your education and employment history; and

- Information about your family or personal circumstances.

## **The bases for processing your personal information**

We may process your Personal Information because it is necessary for the performance of our duties in carrying out our mission, vision, and values

([www.webster.edu/globalimpact/mission-vision-values.html](http://www.webster.edu/globalimpact/mission-vision-values.html)); our strategic plan

([www.webster.edu/globalimpact/](http://www.webster.edu/globalimpact/)); and our Policies and Community Expectations ([www.webster.edu/campus-life/bias/community-expectations.html](http://www.webster.edu/campus-life/bias/community-expectations.html)).

We also may process your Personal Information because it is necessary for our legitimate interests. In this respect, we may use your Personal Information for any of the following:

- To monitor and evaluate the performance and effectiveness of the university;
- To maintain and improve the academic, corporate, financial, and human resource management of the University;
- To promote equality and diversity throughout the University;
- To seek advice on our legal rights and obligations and to identify, contact, or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) our rights or property, other students or faculty, visitors to the university, or anyone else who could be harmed by such activities; and
- To fundraise and for alumnae/alumni purposes.

We also may process your Personal Information for compliance with our legal obligations. In this respect, we may use your Personal Information for the following:

- To meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements;
- For the prevention and detection of crime; and
- In order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We also may process your Personal Information where:

- It is necessary to protect your or another person's vital interests; or
- We have your specific or, where necessary, explicit consent to do so.

## **Sharing your personal information with others**

For the purposes referred to in this Privacy Notice and relying on the bases for processing as set out above, we may share your Personal Information with certain third parties. You will be asked to opt-in to these data sharing arrangements. You should carefully consider the possible impact that not opting-in will have on our provision of our core teaching, learning, and research services. Where you have opted-in, we may disclose limited Personal Information to third-party recipients including our employees, agents, and contractors where there is a legitimate reason for their receiving the information, including internal and external auditors.

## **International transfers of your personal information**

Some of the Personal Information we process about you will be transferred to, and stored at, a destination outside the European Economic Area ("EEA") and Switzerland. This happens, for example, where it is processed by staff operating outside the EEA or Switzerland who work for us or for one of our suppliers, or where Personal Information is processed by one of our suppliers who is based outside the EEA, Switzerland, or who uses storage facilities outside the EEA or Switzerland.

In these circumstances, your Personal Information will only be transferred on one of the following bases:

- Where you have provided explicit consent for the transfer;
- Where the transfer is occasional and necessary in relation to a contract or a legal claim;
- Where the transfer is made on the basis of an adequacy decision;
- Where the transfer is subject to one or more appropriate safeguards for international transfers prescribed by applicable law; or

- Where the transfer is necessary for the execution of a contract with you or in order to take steps at your request prior to entering into a contract.

## Changes to Your personal information

Please tell us promptly about any changes to the Personal Information you have voluntarily provided to us. This is particularly important with respect to your contact details.

## How long we keep your personal information

We will retain your Personal Information for as long as needed to meet the uses described in “The Bases for Processing Your Information” in compliance with legal document retention obligations. Even where you have exercised one of the rights listed below with respect to your Personal Information, we will have the right to retain your Personal Information for compliance with a legal obligation, for the performance of a task carried out in the public interest, for archiving purposes in the public interest, for scientific or historical research purposes, for statistical purposes, or for the establishment, exercise, or defense of legal claims.

## Your rights with respect to your personal information

Under the General Data Protection Regulations (GDPR), you have the following rights:

- To obtain access to the Personal Information that we hold about you;
- To object on grounds relating to your particular situation to our processing activities where you feel they have a disproportionate impact on your interests, rights, and freedoms;
- If you believe that your Personal Information that we possess is, or has become, incorrect or is incomplete, you may request to review, revise, correct, or update any of the Personal Information we may have about you free of charge;
- To restrict the processing activities related to your Personal Information (and, where our processing is based on your consent, you may withdraw that

consent, without affecting the lawfulness of our processing based on consent before its withdrawal);

- To have your Personal Information erased;
- To have Personal Information, which you have voluntarily provided to us, produced in a structured, commonly used, and machine-readable format, including for the purpose of transmitting it to another party; and
- To require us not to send you marketing communication.

**Please note** that the above individual rights are not absolute, and we may be entitled to refuse requests where certain exceptions apply. If you have given your consent and you wish to withdraw it, please contact our Privacy Manager by phone +30-211-990-5305 or email: [mazarakist@webster.edu](mailto:mazarakist@webster.edu). **Please note** that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

If you have any questions about your rights regarding your Personal Information, please simply write to us at the postal address provided in our Contact Information below or contact our Privacy Manager by phone +30-211-990-5305 or email [mazarakist@webster.edu](mailto:mazarakist@webster.edu). You may also use the postal address provided to initiate a request to access, reject, correct, restrict, or erase your Personal Information, or where you may initiate a request for transfer of your Personal Information or initiate a request that we refrain from sending you marketing information.

## Privacy concern handling process

Webster is committed to resolving complaints about your privacy and our processing of your Personal Information. If you have an inquiry or complaint regarding this Privacy Notice, you should first contact our Privacy Manager by phone +30-211-990-5305 or email: [mazarakist@webster.edu](mailto:mazarakist@webster.edu). In the event that resolution cannot be reached, you may also contact your local data protection authority (“DPA”), which may investigate your complaint further.



## ALUMNAE/ALUMNI PRIVACY NOTICE

Want to know more about your personal information?

<http://www.webster.edu/dataprotection-new-gdpr/>

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### Austria

Österreichische Datenschutzbehörde  
Wickenburggasse 8  
1080 Vienna  
Austria / Europe

### The Netherlands

Autoriteit Persoonsgegevens  
Postbus 93374  
2509 AJ DEN HAAG

### Switzerland

Office of the Federal Data Protection and Information  
Commissioner  
Feldeggweg 1  
CH - 3003 Berne

### Greece

Data Protection Authority Offices  
Kifissias 1-3,  
115 23 Athens,  
Greece

### **Our contact information**

If you have questions about our University Privacy Statement, this Privacy Notice, our privacy practices, or any other aspect of your privacy and the security of your Personal Information, please contact our GDPR Privacy Manager by phone +30-211-990-5305 or email [mazarakist@webster.edu](mailto:mazarakist@webster.edu). You may also write to us at:

Webster University  
GDPR Privacy Manager  
470 East Lockwood Avenue  
Webster Groves, MO 63119

### **Privacy and children**

The Privacy Notice is not directed to children under the age of sixteen (16), and we do not seek, nor do we knowingly process, Personal Information from children under the age of sixteen (16).

### **Revisions to this privacy notice**

Webster reserves the right, at our sole discretion, to change, modify, add, remove, or otherwise revise portions of our policies and this Privacy Notice at any time, consistent with the requirements of applicable law. If we change the Privacy Notice in a material way, we will provide appropriate notice to you. The “Effective Date” at the top of this Privacy Notice reflects the date of the most recent revisions. The most current version of the Privacy Notice always can be reviewed by you by clicking on the “Alumnae/Alumni Privacy Notice” link located at:

[http://www.webster.edu/gdpr/alumni\\_friends\\_privacy\\_notice.html](http://www.webster.edu/gdpr/alumni_friends_privacy_notice.html)

We encourage you to periodically review this link for the latest information on our privacy practices.