

## Privacy Notice: Imperial College Foundation, Inc

Our relationship with our friends and supporters is of great importance to Imperial College Foundation, Inc. We value the generous support of those who are committed to helping us promote our charitable mission.

As a controller of personal data relating to our friends and supporters, we are committed to maintaining the high standards that you would expect from us in terms of how we respect and care for your personal information.

This Privacy Notice describes how Imperial College Foundation, Inc collects, holds and uses the personal data that we process in the course of our work.

We also share personal data with Imperial College London. This Privacy Notice should be read in conjunction with their [Advancement Privacy Notice](#), which describes how Imperial College London processes data in the course of its work around alumni relations, events, fundraising and charitable giving.

### Your data

Personal data held and processed for Imperial College Foundation, Inc purposes may include:

*Contact and communications information*, such as:

- Your contact details, which may include your parental or personal address, e-mails and telephone numbers
- Your communication preferences, including any consent or opt-out you have provided us with

*Biographical information*, such as:

- Your name, gender, nationality and date of birth
- Your professional activities and employment, including work contact details
- Your links to organisations such as businesses and business networks, trusts and foundations
- Your education history at other schools or universities
- Media articles about you
- Information you have publicly shared on social media
- Your personal interests

We may also process biographical information about your family, such as your partner or spouse and children.

*Financial information*, such as:

- Your donation history to the Imperial College Foundation, Inc, including gift amount, purpose, date, method of payment and cheque numbers or other payment references
- Your bank account number, name and sort code, for processing payments

- Credit or debit card details provided directly to us in the process of making a gift. Note that credit and debit card payments made using our online forms are processed by our payment processing supplier according to their terms and conditions and are not processed directly by us.
- Your tax status
- Details of gifts you have expressed an intent to make
- Our assessment of your ability and willingness to make donations, including considerations of wealth
- Donations you have made to other organisations

*Interaction with Imperial College London, such as:*

- Your education at Imperial College London
- Your attendance at events
- Records of meetings, conversations and correspondence with you
- Your relationships with other Imperial College London alumni, donors and friends
- Your volunteering activity for Imperial College London, including alumni volunteering
- Your student clubs or societies affiliations and other connections with Imperial College London

And any other personal data that you may choose to supply us with from time to time.

## **How we collect your data**

Much of the information that we hold is obtained directly from you through donation forms; it may also be obtained through correspondence and in person.

We receive information, including personal data, from Imperial College London.

If you interact with the Imperial College Foundation, Inc through a third party, such as donating to a crowdfunding page, then they may provide us with information about you.

If we believe you may be interested in supporting the Foundation, we may gather additional data about you from external sources. We also seek to identify new individuals who may be interested in supporting the Foundation. We may gather biographical and financial information from external sources, such as company resources and publications, news media, aggregators of publicly available information, and social media sites like LinkedIn, Facebook and Twitter (depending on your privacy settings and interaction with us). Data may also come from personal contacts, leads or recommendations.

## **How we use your data**

Ways in which we may use your data include:

*Friends and supporter relations, such as:*

- Providing you with information about our work and our activities. This might include sending you news and updates, invitations to events and details of volunteering opportunities. Such information might also include content about the Foundation's charitable mission.

- Internal record keeping, including the management of any feedback or complaint.

*Gift administration*, such as:

- Processing and recording a donation you have made.
- The transfer of data to US tax authorities.
- Acknowledging donors and those who have pledged a gift to Imperial College Foundation, Inc.

*Fundraising*, such as:

- Asking you to make donations to support our charitable objectives.
- Research to gain a better understanding of our supporters and potential supporters, inform our fundraising strategy and target our communications more effectively and appropriately.
- Before seeking or accepting large donations we may conduct due diligence, including reviewing publicly available data relating to criminal convictions and offences

In addition, Imperial College London may use your data as described in their [Advancement Privacy Notice](#)

### **Sharing data with third parties**

We may disclose your data to third party service providers who support us in our work. For example, suppliers of email communication services or web services, accounting and auditing services, or suppliers who help us carry out any of the activities described above.

Your personal data will be shared with Imperial College London, and from time to time it may also be shared with other external organisations that will process your data in line with their own privacy notices. Such data sharing will take place when it is necessary for our legitimate interests or the legitimate interests of a third party, but this will always be weighed against your rights, interests and expectations.

We will also share your data with third parties if we are legally required to. We will not sell your data.

### **Data security and retention**

Personal data is held digitally on secure servers, with access restricted to trained, authorised personnel. We aim to minimise the amount of personal data we process physically; where it is necessary to hold physical copies of data it is stored in secure, restricted locations and destroyed securely when no longer needed.

We will only retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including any legal or accounting purposes. If you advise us that you no longer wish to remain in touch, we will keep a record of that fact, and will delete any information about you for which we no longer have a purpose.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we will use such information without further notice to you.

## Your rights

Much of our data is processed in the UK so for this data (and for all other data if you are based in the UK or EU) you have rights under UK or EU data protection law. This includes the rights to:

- Request a copy of the data we hold about you.
- Ask us to correct or complete the information we hold about you
- Ask us to erase your personal information
- Ask us to stop processing your personal data in particular ways, or altogether
- Withdraw consent you have provided at any time
- Make a complaint to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

Requests can be made using the contact details in the 'Contact us' section below. Sometimes we will have a lawful basis to continue processing your data, even if you request otherwise. We will always inform you of the actions we take in response to your request, and our justification if we refuse any part of it.

## Contact us

If you have any questions about this privacy notice or would like us to update your personal information or communication preferences, please contact us using the details below.

Imperial College Foundation, Inc.  
P.O. Box 80526  
Atlanta GA 30366-0526  
USA

+1 (678) 506-7760  
[contact@imperialcollegefoundation.org](mailto:contact@imperialcollegefoundation.org)

We may amend this Privacy Notice from time to time, and a current version is always available on our web pages: [www.imperialcollegefoundation.org](http://www.imperialcollegefoundation.org). Any significant changes to this notice or to the way we treat your data will be communicated online, or by contacting you directly through the most appropriate means.

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