

Confidentiality

The following Fair Collection Notice states how the University will treat the information you provide. Further to this, if you would like to state a preference for the level of confidentiality used to administer your gift, please complete this form and return it in the enclosed freepost envelope.

Fair Collection Notice:

Durham University is registered under the Data Protection Act 1998 and is committed to protecting your personal information. The information you provide is used exclusively to fulfil your gift. Your information will never be disclosed to an independent third party with the exception of those third parties that may be considered necessary in order to administer your gift. Any information that is shared with the University will be held for the required time in order that the gift can be fulfilled. If you would like to contact the University regarding information that is held about you, please do not hesitate to contact us by email at: alumni.office@durham.ac.uk or at the following address: Development and Alumni Relations Office, Durham University, Palatine Centre, Stockton Road, Durham, DH1 3LE.

If you would like to state a preference for the level of confidentiality used to administer your gift, please use the tick *one* of the following two options and return the form within a month.

<input type="checkbox"/>	<p>Information shared University – wide</p> <ul style="list-style-type: none"> • I request that information about my gift is not shared outside the University during my lifetime. • I understand that only the University (colleges, academic departments, support departments and other units) will know about my gift during my lifetime. • The University may, however, make my gift public after my death.
<input type="checkbox"/>	<p>Information restricted for administration purposes only</p> <ul style="list-style-type: none"> • I request that information about my gift is not shared outside the University during my lifetime. • Furthermore, I request that information about my gift is not shared with colleges, academic departments, support departments and other units during my lifetime. • I understand that only support departments (Development and Alumni Relations Office, Finance Department and Legal Support) will know about my gift during my lifetime. • The University may, however, make my gift public after my death.

Name and address (*please update if necessary*):