**Alumni Guidelines for Edinburgh University Sports Union Sport Clubs**

**Alumni Database**

The Development & Alumni Department holds the ‘golden copy’ of alumni details. Where we can, we record the sports clubs alumni who were involved in sports activities during their time at University. However, this data is limited and is not a fully comprehensive list. Sports clubs should not be keeping lists of information about previous members, this does not follow GDPR guidelines.

Due to data protection regulations, we are currently unable to share personal alumni information with Sport Clubs. However, we are happy to communicate with alumni on your behalf. This would normally relate to activities such as:

* inviting alumni back to an event
* sending a newsletter (please note that we cannot include attachments with emails; if you’re sending your newsletter via email, it must feature on a webpage)

**Initial Request**

If you wish to get in touch with your alumni please email: [alumni@ed.ac.uk](mailto:alumni@ed.ac.uk) with the following information.

* Name of Club/Society
* Contact Name
* Contact Email
* Purpose of Contacting Alumni (include as much detail as possible)

We can then provide you with numbers relating to any alumni coded under your sports club who we can contact.

We can then arrange for:

* your activity to be represented on our noticeboard on the alumni website
* one direct email to be sent to your alumni on your behalf
* include in our regular eNewsletter currently in planning (coming 2023/2024)

In addition, for special anniversaries such as 50th, 100th, and 150th, we will also send a hard mailing to those without email addresses. The Alumni Office will cover the cost of this.

**Timescales**

We need a minimum 4 weeks’ notice to contact alumni on your behalf.

**Finding Alumni**

If you are able to provide additional names and details, we can perform a search to try to match people and code accordingly. Dependant on numbers, we cannot guarantee how quickly a matching process like this is completed. In order to facilitate this, we will need to consider whether a data sharing agreement needs to be in place prior to providing any data.

**Fundraising**

If you wish to fundraise from alumni, or want to include fundraising messages in your communications, we will forward this request to our fundraising team who will be in touch directly.

[Please refer to the Fundraising Guide for sports clubs in the first instance.](https://www.eusu.ed.ac.uk/pageassets/supportingdocuments/EUSU-Fundraising-Guide_July-2022-1.pdf)

**Afterwards**

Do let us know how your activity turned out. We can include stories on our website and our regular eNewsletter currently in planning (coming 2023/2024).

**Further Contact**

For any further information, please contact:

Email: [alumni@ed.ac.uk](mailto:alumni@ed.ac.uk)

Tel: 0131 650 2240