

# PERSONAL INFORMATION AND PERMISSIONS FORM

Please complete this form and return to the **Keble College Alumni and Development Office**.



**Keble**  
College  
**150** Years  
1870 - 2020

The Alumni and Development Office helps to keep almost 8,500 Old Members in touch with each other and with the College. To do this, and to ensure that our communications with you are relevant and comply with your wishes, it is important that our information is up to date and accurate.

Thank you in advance for updating your information.

### Your personal details

**Title:** ..... **Second title:** .....

**First Name(s):** .....

**Middle Name:** .....

**Surname:** .....

**Known Name:** .....

**Previous Surname (if applicable):** .....

**Date of birth (dd/mm/yyyy):** .....

**Matriculation Year:** .....

### Preferred Address

**Address:** .....

.....

**Town/City:** .....

**County/State:** .....

**Postcode/Zip:** .....

**Country:** .....

**Phone Home:** .....

**Phone Mobile:** .....

**Email:** .....

### Your employment details

I am retired

**Employer:** .....

**Job title:** .....

**Industry:** .....

**Business Phone:** .....

**Business Email:** .....

**Do you have any news for the Keble Brick or Record?** New job? Just got married? Received an award or prize? No matter how big or small, if you have news you would like to share with the Keble community we would love to hear from you. Alternatively, please email your news to [alumni@keble.ox.ac.uk](mailto:alumni@keble.ox.ac.uk).

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### Your mailing and contact preferences

Please tick as appropriate to confirm how we should contact you.

**Keble Communications and contact method** (Please tick all that apply)

*News and Alumni Relations*

**Opt In**  By Post  By Email  By Telephone

*Events (Calendar and Invitations)*

**Opt In**  By Post  By Email  By Telephone

*Development (Projects and Fundraising)*

**Opt In**  By Post  By Email  By Telephone

**Specific Publications**

*The Brick*

**Opt In**

Preferred Delivery Type: By Post  By Email

*Keble Review/Record*

**Opt In**

Preferred Delivery Type: By Post  By Email

## Data Protection

**YOUR DATA** We want to ensure that we keep the details we hold about you up to date and communicate with you in accordance with your wishes. Your data will continue to be used for the purposes of communication and marketing activities by post, email or telephone unless you indicate otherwise. We use tools to monitor the effectiveness of our communications with you, including email tracking. The data from this tracking are generally used in an aggregated and anonymised form. If at any time your details change or you wish to add to or remove from the list of communications sent to you then please contact us. Your data are held securely in the University's shared Development and Alumni Relations System (DARS), which will help ensure your details are up to date and improve our communications with you. The data may be used by colleges, faculties, departments, administrative units, international offices, recognised alumni societies, sports and other entities associated with the University, and agents contracted by the University in that capacity. Full details on how your data are held and used are set out in our Data Protection Statement at <http://www.keble.ox.ac.uk/alumni/connecting-with-keble/keble-data-protection-statement> or you can request a hard copy from the address below. Some sensitive personal data may be held in DARS. If at any time you have any queries about the use of your personal data in DARS, or wish to change the fact of, or extent of, use of your personal data, please contact us, quoting your Alumni Card number (if you have one), at: (post) **Alumni and Development Office, Keble College, Oxford OX1 3PG, United Kingdom**; (email) [alumni@keble.ox.ac.uk](mailto:alumni@keble.ox.ac.uk) or (tel) **+44 (0)1865 282303**.

## Thank you!

By returning this form you are allowing Keble College to store your data and to communicate with you as indicated on your completed form. Please note that it will take a little while for us to update everyone's details. You can change your details and manage your preferences at any time in the future by email or online at: <https://www.keble.net>