

Guild of Students Data Privacy Notice

This Privacy Notice explains how we, The Guild of Students at University College Birmingham (the “**Guild**”) of Summer Row, Birmingham, B3 1JB, telephone number: 0121 232 4173, use the personal data we collect. The Guild of Students holds personal data on you if you join a club or society, if you take part in our activities or if you hold a representative position within the Guild of Students.

We are the data controller for such personal data relating to you and this Privacy Notice explains how we will process your personal data. Personal data is held on various systems within the Guild and, in some cases, in paper form. All of the information we hold is held securely and only authorised staff can access it. The information that we collect will be held in accordance with the General Data Protection Regulation 2016/679 (the “**GDPR**”) and, once in force, the Data Protection Act 2018.

The University’s Data Protection Officer is the Pro-Vice Chancellor (Information Services):

Amin Pradhan

Address: University College Birmingham, Summer Row, Birmingham B3 1JB

Email: dataprotection@ucb.ac.uk

Telephone: 0121 604 1000

There are certain principles that the Guild must adhere to. This means that we will make sure your information:

- Is treated fairly and is only used for the purposes for which we have collected it and for which we have a legal basis for processing.
- Will only be used for the purposes for which it was collected, unless we ask your permission to use it for something else.
- Will not be excessive. i.e. We will not hold information about you that we do not need.
- Will be accurate. You can help us with this by making sure your details are correct on the student portal.
- Will not be kept longer than is necessary, although some of the data will be archived so that we can still confirm your course, attendance and achievement in the future.
- Will be kept securely so that there is no loss of data or data breaches. Personal data is kept on secure servers and any hard copies are kept in secure locations. Only authorised people have access to your personal information.
- We will ensure that, where personal data is shared or stored outside of the European Union, there are appropriate safeguards in place to protect your personal data. Any third party organisations that hold personal data (e.g. cloud hosting) will have confirmed their compliance with GDPR before data is processed.

You have certain rights as a data subject under the GDPR. This means that you have:

- The right to gain access to your personal data – You can ask us what information we hold on you.
- The right to rectification – You can ask us to put right any information that you believe is incorrect or where appropriate, given the purposes for which your data is processed, the right to have incomplete data completed.
- The right to erasure – You can ask for information to be removed, although this is a limited right which applies, among other circumstances, when the data is no longer required or the processing has no legal justification. There are also exceptions to this right, such as when the processing is required by law or in the public interest.
- The right to restrict processing – If you feel you are being disadvantaged by us holding information that is inaccurate, you can ask us to stop processing it until we fix it, or come to an agreement.
- The right to data portability – You can ask us to extract your information so that you can use it elsewhere.
- The right to object – You can object to us processing your data for marketing purposes. You can also object to us processing your data when such processing is based on the public interest or other legitimate interests, unless we have compelling legitimate grounds to continue with the processing.
- Where the legal basis for processing your personal data is based on your consent, the right to withdraw your consent at any time.
- Rights in relation to automated decision making and profiling – However, the Guild will never make any decisions about you without any human intervention.

For any information on your rights, or if you have questions or concerns, please contact the Data Protection Officer.

You also have the right to complain to the Information Commissioner's Office (ICO) if you feel that the Guild is not processing data correctly. You can make a complaint on the ICO's website:

<https://ico.org.uk/> .

Why does the Guild need information about you and what is the purpose of our processing?

We only process data for specified purposes and if it is justified in accordance with data-protection law. Specifically:

- We need to know who you are, so we will need to check official ID to make sure our information is accurate. Our information must be accurate so that any certificates we produce are correct.
- We need to be able to contact you about Guild activities, so we need up-to-date contact information. e.g. sports fixtures.
- We may need your information in the event of discipline or grievance actions.

- You may ask us to provide a reference.
- We may need information if you are going on a trip.
- We need to ensure we comply with health and safety guidance
- We need to make sure that the University is kept secure, so you will have an ID created from the information that you give us and your access to the University will be recorded.
- We may need to respond to Police requests/checks.

What personal data do we hold?

Examples of the data that we collect from you on your enrolment form or that comes directly from UCAS and the data that we add is listed below. We may not have all of this information for you as some depends on the course that you are doing, whether you are home, EU or overseas, whether you have needed to access some of the University's facilities etc.

Biographical Details:

Name, Date of Birth, Gender, Ethnicity, Nationality, Country of Domicile, Title, ID numbers

ID card image – This is held for identification and security purposes

Contact Details:

Address – permanent and term time, next of kin/emergency contact name and number, email address, parent/guardian email address, phone numbers.

This is used for contact purposes and postcodes are included in the Government returns.

CCTV

CCTV is used within the University for security reasons and your image may be recorded.

How long will we hold your data?

Hard copies of Guild information will be archived and destroyed after 7 years.

The Student records system data will be held on file after graduation for a period of at least 7 years. In order to confirm academic history to future employers, other institutions etc. at the request of the student, we will continue to hold information after 7 years. If at any point after the 7 years the student request deletion of their information, then this will be carried out.

It may be possible to remove any excess information that would not be required to confirm this.

CCTV data will be deleted after 31 days.

Who might we share your information with?

On occasion we may need to share your data internally and with third parties. The following is a list of organisations with which we may share information. It is not an exhaustive list, but any organisation with which we share information will have confirmed their compliance with the GDPR.

- Our administrative/ IT staff
- Statutory Government bodies
- Local Authorities
- University's Medical Advisor
- Employers/sponsors
- Placement providers
- Parents/Guardians/Next of Kin
- Counter Solutions (Way2Pay EPOS System)
- Canvas (Cloud Hosting Only)
- Data Harvesting/Amazon Web Services (Cloud Hosting only)
- Electoral Registration Officers
- Software providers that the Guild use may need access to resolve IT issues
- Cloud Technology providers
- Relevant authorities dealing with emergency situations at the Guild*
- Aspire – John Smith's (Kickstart Scheme) (where applicable)
- Any other authorised third party to whom the Guild has a legal/contractual obligation to share personal data with

*Please note that in emergency situations where the Guild deems it to be in your (or potentially a third party's) 'vital interests' the Guild may share your personal data, including sensitive personal data with relevant individuals/agencies, e.g. the Police.

Legal Basis

The legal basis under which the Guild processes your personal data is as follows:

Processing is necessary for the performance of a contract (see GDPR Article 6(1)(b)) or to take steps to enter into a contract.

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89).

Processing of health-related data will only be done with your explicit consent (see GDPR Article 9(2)(a)).

Processing of data for the purposes of monitoring equal opportunities and checking criminal convictions is necessary for reasons of substantial public interest (see GDPR Article 9(2)(g)), specifically for assessing fitness to study and practise and risk to safety of all individuals at the Guild.

Date last revised: 17/04/2018