

## **BGSU Privacy Notice**

Bishop Grosseteste Students' Union (BGSU) take your privacy very seriously. This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

### **What personal data we hold on you**

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our members.

Students of Bishop Grosseteste University (BGU) are normally pre-registered automatically with the site and access is via University login details. Bishop Grosseteste University and BGSU have an agreement to share your personal data. In the conditions of your enrolment at BGU, you agree that BGU will share some of your personal data with the students' union, to enable us to run elections, rep schemes, belong to clubs and societies, contact you with essential updates and other similar purposes. The paragraph referring to this transfer of data, from the conditions of enrolment is below:

*25. We will also send some personal information we hold about you to the Students' Union ("SU") for membership purposes. You automatically become a member of the SU once you enrol at the University. This transfer of information will enable you to make use of the SU's services more quickly and easily and enable it to verify your eligibility to join clubs and societies and vote in elections and to contact you with essential updates. Further information about this transfer can be obtained from the SU if required. If you would prefer that your information is not shared with the SU in this way, please write to the University's Registrar and Secretary to confirm this.*

For associate members, you will be registered on the site by BGSU and informed of your login details.

You also provide information about yourself by filling in forms/questionnaires at an event, activity, trip or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data, it will be with the explicit consent of the participant.

### **Why we need your personal data**

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants and members' personal data is to be able to run the students' union effectively and provide our membership services.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
Processing membership forms club/society creation forms, booking forms, excursion forms, codes of conduct forms and payments (either electronic or in cash) of memberships, subs, products or services	Performance of a contract
Organising events, activities and matches	Performance of a contract
Sending out Student Union services, product, activities, events, or Club/Society information and updates	Performance of a contract
Sharing data with coaches, officials or external providers to run training sessions or events	Performance of a contract
Sharing data with leagues we are in membership of, county associations and other competition providers for entry in events	Performance of a contract
Sharing data with Club/Society exec members to provide information about club activities, membership renewals or invitation to social events	The Students' Union has a legitimate interest to maintain member and participant correspondence for club/society community purposes.
Sharing data with third party service or facility providers (Such as our website/digital platform providers MSL)	Provision of third party services or facility providers is for the benefit of the Students' Union, participants and its members and we have a legitimate interest to share data with MSL to enable the functionality of our website/digital platform for members to access our services.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	The Students Union has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Students' Union members.
Publishing match and league results, performance/match programmes and event photographs	Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so.
Sending out marketing information such as newsletters and information about promotions and offers from sponsors	Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing.
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent.
Election nomination forms, course rep register, motion proposal or matters arising forms	The Students' Union has a legitimate interest to run the organisation efficiently in a democratic structure in line with its constitution and bylaws.
Surveys including, union impact survey, staff/trustee/exec survey or log of the types of student interactions	The Students' Union has a legitimate interest to run the organisation efficiently and gain data with which to assess the work and effectiveness of the Students' Union.

## **Who we share your personal data with**

Data from BGSU is uploaded and processed by MSL (Membership Solutions Ltd), for the specific purpose, of aiding the Students' Union to operate its services to its members, via its website. If you do not wish your data to be used in this way, please inform the SU Manager, who can delete your data from the digital platform, however doing this will mean you will be unable to access our services that are supported by the operation of the digital platform.

We may share your personal data with other selected third parties, suppliers and sub-contractors, referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions. We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The SU's data processing may require your personal data to be transferred outside of the UK. Where the SU does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Your personal Information will generally not be shared, sold, traded, or rented to individuals or other entities such as direct mail organisations. However, we may need to provide your Personal Information to third parties to charge your credit card or deliver specific services to you such as event tickets or shipping. These third parties are required not to use your Personal Information other than to provide the services requested by BGSU.

We do not share your Personal Information with our affiliates, joint ventures, or other companies under a common control (collectively, "Affiliates"). If we decide to share some or all of your Personal Information with any of these affiliates, we will require such affiliates to honor this Privacy Policy.

As we collect the relevant information from BGSU, any changes to your personal information must be done through the University.

Associate Members, You will need to inform BGSU of any changes to your personal details so they can be updated.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

## **Protection of your personal data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## **How long we hold your personal data**

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Students Union. We will delete this data 3 years after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

## **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Students' Union. If you choose not to share your personal data with us, we may not be able to register or administer your membership.

If you have any questions about this Privacy Notice then please contact Abigail Rogers – Students' Union Manager.