



Data Sharing Agreement between:

The University of Suffolk and University of Suffolk Students' Union

In accordance with the Education Act 1994 (Part II): Students' Union Membership and the EU General Data Protection Regulation (GDPR) (2018)

Overview

The following data agreement governs the provision of students' personal information stored by the University of Suffolk. It explains what type of information will be shared with **UOS Students' Union (UOS SU)** and **Membership Solutions Ltd (MSL)** and how this information will be used.

2. How students' personal information will be used by UOS SU.

UOS SU will use the personal information for the following purposes:

2.1 Administration of fair and just elections through **Membership Solutions Ltd (MSL)**

2.2 Administration of **UOS SU** Student Groups, SU merchandise provision, SU events, SU Sports and SU Advice Services

2.3 Administration of the UOS SU democratic system of School Officers, Course Representatives, Liberation Officers and Campus Officers

2.4 Generation of demographic reports to inform our service provision and organisational planning

2.5 Verification of students' identities via student ID and enrolment status

2.6 To allow communication between **UOS SU** and its members as it pertains to their membership

2.7 To communicate key information to students about changes to essential Students' Union services

3. Information to be shared

3.1 The University of Suffolk will provide **UOS SU via Membership Solutions Ltd**; with the following student information:

Data Set Required	How this information may be used by UOS SU
Student Number / ID	2.1, 2.2, 2.3, 2.4, 2.5, 2.6
First Name	2.1, 2.2, 2.3, 2.4, 2.5, 2.6
Surname	2.1, 2.2, 2.3, 2.4, 2.5, 2.6
Date of Birth	2.1, 2.4

University email address	2.2, 2.3, 2.5, 2.6
Alternative email address	2.2, 2.6
Mobile phone number of Student	2.1, 2.7
Demographic data of Student to include: <ul style="list-style-type: none"> • Ethnicity • Gender • Whether the student identifies as LGBT+ • Whether the student has caring responsibilities • Whether the student identifies as having a disability 	2.1, 2.3, 2.4
Mode of Attendance	2.2, 2.3, 2.4, 2.6
Year of Study (PG included)	2.2, 2.3, 2.4, 2.6
School of Study	2.1, 2.2, 2.3
Postcode of location / current residence	2.4, 2.6
Start date and end date	2.1, 2.2, 2.3, 2.4, 2.5, 2.6
Number of students on each course	2.2, 2.3
Placement Students on each course	2.2, 2.3
Programme course and ID	2.2, 2.3
Location of study, including which partner institute study is through	2.1, 2.2, 2.3, 2.4, 2.5, 2.6

4. Information provision

4.1 Student data will be transferred to the UOS SU and uploaded daily as an automated task to our MSL Site. The transfer will ensure that **MSL**; processing on behalf of **UOS SU**, will hold up-to-date information and ensure that the details of any students who opt out of the data sharing agreement are not processed further and their details not retained on the MSL Site.

4.2 Subject to 6.1.4 below, **UOS SU** will use MSL as a partner data processor, to process students' personal information on their behalf. University of Suffolk will supply the students' personal information directly to the designated UOS SU data processor, who will upload this to the MSL site.

5. Conditions for the transfer and processing of students' personal information

With regard to the use of students' personal information, **UOS SU** shall:

5.1 Ensure compliance with University of Suffolk Data Protection Policy

5.2 Ensure compliance with the EU GDPR and UK data protection legislation

5.3 Ensure that all **UOS SU** staff processing this data are aware of their responsibilities under the EU GDPR and UK data protection legislation

5.4 Ensure that **MSL** has security policies and procedures that are GDPR compliant

5.5 Be responsible for ensuring that there is an up to date agreement in place and that any processing, or sub processing, is carried out in accordance with the GDPR.

5.6 In regards to demographic data for students, information will only be shared with those for whom it is essential in order to carry out their duties

5.7 In regards to the use of student phone numbers, this data will be used in a limited number of circumstances:

- To promote our Freshers/Induction and Refreshers programme (a one-off text for each, NOT texts for specific events)
- To promote September course rep elections
- To promote our main Students' Union Officer Elections in March – potentially one text regarding nominations and then one text regarding voting
- One text to promote our April Annual General Meeting
- For emergency situations, such as the current Covid-19 pandemic, to communicate guidance and support resources

6. Restrictions on the use of students' personal information

6.1. The information provided by the University to **MSL** processing on behalf of **UOS SU**, shall not be passed to any other third party

6.2 Students are to be given an option to opt out of UOS SU communications

6.3 Information that is sent to students relate to the activities outlined in section 2 of this document.

7. Student OPT IN/OUT rights

The following opt out procedures shall be in place:

7.1. If a student notifies the University of Suffolk that they object to their information being shared with **UOS SU**, then their personal information will no longer be included in the transfer of information, and UOS SU will be notified.

7. 2 Where a student opts out of **UOS SU**, **UOS SU** shall ensure that any personal information is deleted without undue delay and within one month of notification

8. Retention of information

8.1 Student information will be treated in accordance with UOS SU's Privacy policy and Data Retention schedule.

9. Review and publication

9.1 This agreement is to be reviewed annually (April of each year) by the UOS SU and University of Suffolk.

9.2 This agreement will be published on the University of Suffolk and **UOS SU** websites.



ESK

Data Protection Officer University of Suffolk

Date 25 July 2024

Dionne Walton

Dionne Walton

Chief Executive Officer

Date 19/07/2024

University of Suffolk Students' Union