

Privacy Notice

Cardiff Met Students' Union

Cardiff Met Students' Union, herein known as The SU, reserves the right to hold student data in conjunction with the General Data Protection Regulation (GDPR) which came into force 25/5/18.

When you enrol to Cardiff Metropolitan University your Personal Data will be shared with the The SU for the interests of The SU and yourself. We process this data to ensure quality provision of our membership and services. This will not be shared with any unauthorised third parties other than those agreed and laid out in this document.

This notice may be updated from time to time to ensure continued compliance with current legislation and to reflect best practice.

Security of your information

GDPR requires us to keep your information secure. This means your confidentiality will be respected and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant personal data will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, whilst paper files will be stored in secure areas with controlled access.

Some processing may be undertaken on behalf of The SU by an organisation contracted for that purpose. Organisations processing personal data on behalf of The SU will be bound by an obligation to process personal data in accordance with Data Protection legislation. This is outlined further below.

Your Rights

All students have the right to opt out or withdraw consent from our services. By withdrawing membership, a student will no longer be able to engage in the following; sports teams, societies, workshops, SU run events, website account, to stand or vote in an election.

You also have the right to access your personal information through a Subject Access Request.

Any requests should be made in writing to the Chief Executive of The SU contact details provided below.

Your Responsibilities

You have a responsibility to keep your personal details up to date, as a student you can do this via Student Portal or by contacting The SU on studentsunion@cardiffmet.ac.uk

Membership Services

- Advice and Support
- Cardiff Met Award
- Jobs and Volunteering
- Marketing
- Recruitment and HR
- Representation
- Societies and Student Groups
- SU Sport and Campus Sport

The SU run a number of membership services. Due to the nature of each service the types of data collected will differ, with some services requesting more personal data than others. All data collected is relevant for the service.

For each individual service a privacy notice is held which includes information on retention periods and how data will be processed and stored. If an individual has any concerns they can contact us on studentsunion@cardiffmet.ac.uk for further information.

Website Services

The SU is lawfully entitled to transfer relevant personal data to our website provider Membership Solutions Limited (MSL) to ensure students have access to the services available through our website. Consent for this data to be shared is provided by all students during enrolment to Cardiff Metropolitan University. The transfer of this data is in accordance with GDPR.

It is the responsibility of The SU to ensure that personal data is relevant, not excessive and processed only for the purposes under which it has been maintained. Examples of Personal Data transferred under the agreement include, but are not limited to:

- Student name
- Student number
- Student card ID number
- Date of birth
- Gender
- Student type
- Enrolment status
- Year of study
- Faculty
- Course details

- University email address
- Personal email address
- University address

MSL will act only in accordance with The SU documented instructions in relation to the personal data held and will not use personal data for any purposes other than the provision and management of the system and services.

This will include processing for the following purposes:

- to pre-register users on to the system
- for reporting purposes where reports are requested from the The SU on information such as course, department, years of study etc.
- to implement and provide a single sign on to the website
- to validate users' identity
- to enable members to stand as a candidate and / or vote in student elections
- to administer support and promote activities
- to communicate with members in relation to services
- to communicate with members in relation to campaigns
- to support provision of advocacy and advice to members
- to carry out automated profiling of members based on criteria set by The SU for the purposes of delivering personalised content
- to retain and delete data in line with MSL's standard data retention policy; and
- to assist the University and The SU with applicable law and regulation

Other Services

The SU is a registered charity and for the purposes of off campus commercial trading it has a wholly owned trading subsidiary, Futura Marketing & Promotions Ltd. There will be no transfer of data between The SU and its subsidiary company, and Futura Marketing & Promotions Ltd. will not have access to any data provided by an individual student as part of their registration with the University.

To raise a query, concern or complaint

If a student is unhappy with the way their data is processed or held they have the right to withdraw consent or lodge a complaint with The SU. This should be submitted in writing to the Chief Executive;

Mike Davies
Chief Executive
Cardiff Met SU
Cyncoed Rd
Cardiff
CF23 6XD

Email – studentsunion@cardiffmet.ac.uk
www.cardiffmetsu.co.uk

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for investigation. The Information Commissioner can be contacted at: -

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.org.uk