

Rep Privacy Notice

Cardiff Met Students' Union

Introduction

The purpose of this notice is to outline the responsibilities of the Students' Union and the Student in relation to the student's position as a Course Rep or Lead Rep (herein known as the Rep).

RESPONSIBILITY OF THE SUTDENTS' UNION

It is the responsibility of the Students' Union to coordinate the relevant personal information required for a Student to effectively fulfil their role as a Rep.

This notice aims to outline the types of information we hold, how it is processed and the individuals rights.

How do we obtain the personal information of the Rep?

We obtain the personal information from the individual.

By actively stepping forward to be a Rep the individual would provide the relevant personal information required to fulfil the role.

What information is collected?

- Individuals Name
- Course of Study
- Year of Study
- Student Number

How will this personal data be used?

- For the SU to keep in touch with important Rep matters and the latest SU news
- As a point of contact for students to provide feedback (this may include publicising personal details listed above on the SU website)
- Shared with the University to be recognised on an Individuals Higher Education Achievement Report
- Shared with your School to receive invites to committees and other activities relating to the role

How long do we keep your information?

Personal information listed above will be kept by the SU for seven years from your appointment to the role.

Information shared with University will become subject the University's privacy agreements.

Individual Rights

You have the right to access any personal data relating to you, which is held by us. You have the right to request your personal data is updated, amended or removed. You can request access to the personal data we hold about you by contacting to SU on the details below.

Please let us know of any changes to your personal information. Full information on your rights can be found on the Information Commissioners Office website.

Please bear in mind that a request to remove your data while you are actively undertaking a Rep role will lead to the termination of your status as a Rep as it is essential for us to retain this information for you to carry out the role.

RESPONSIBILITY OF THE STUDENT/REP

During your time as a Rep you will have access to other students' data in order to fulfil your role in providing and distributing feedback to and from your course/the university/fellow students.

The data you use must be used responsibly and for its intended purpose for which it was given.

Any student reported to have used data intended for Rep purposes inappropriately could be subject to disciplinary action.

Contacts

If you have any questions regarding this procedure, you can contact The SU using the following confidential email address:

Email – suadvice@cardiffmet.ac.uk

www.cardiffmetsu.co.uk