



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

1. 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 Department 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

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



Mode of Attendance	2.2, 2.3, 2.4, 2.6
Year of Study (PG included)	2.2, 2.3, 2.4, 2.6
Postcode of location / current residence	2.4,2.6
Start date and anticipated 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

4. Information provision

4.1 Student data will be transferred to the UOS SU and uploaded to the 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 compliance with the GDPR.

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.

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.

F. Steil

**Data Protection Officer
University of Suffolk**

21.06.2018

Date

Blattner

**Chief Executive Officer
University of Suffolk Students' Union**

21/06/2018

Date

