Student Data

Privacy Statement

Introduction

University of Stirling Students’ Union (“we”, “our” or “us”) promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn’t reasonably expect.

Developing a better understanding of our members through your personal data allows us make better decisions, communicate more efficiently and, ultimately, helps us to reach our goal of Making Students’ Lives Better.

**Legal Basis**
We fulfil our legal obligations for storing and processing personal information in the following ways:

• Contract – for example, for the employment of staff.
• Legal obligation – We operate a data sharing agreement with the University of Stirling to comply with our combined legal obligation to provide a Students’ Union. This allows students to automatically sign in and use the Union’s website for information and for activities such as voting in Union elections and purchasing club memberships.
• Legitimate interests – in seeking to enhance the student experience at Stirling, we believe it is in your interest for us to provide administration in support of your membership of clubs and societies/Sports clubs, as elected representatives and much more. In respect of purchases and for liaison with suppliers, we similarly process data for legitimate purposes.

Further information is available by contacting theunion@stir.ac.uk

### Where we collect information about you from

We collect information in the following ways:

When you become a MEMBER
Each year that you enroll on a University of Stirling accredited course you automatically become a member of the University of Stirling Students’ Union, unless you opt out during enrollment. The University of Stirling shares a register of members with us which includes information about you and your course (through a Data sharing agreement). When the University gives us this data we become responsible for it and will use this as our core central record of your membership.

When you give it to us DIRECTLY
You may give us your information in order to sign up to a student group, for one of our events, undertake research activities, use our advocacy service, become a volunteer, purchase our products or communicate with us. When you give us this information we take responsibility for looking after it and we will cross reference this data against our register of members.

When you give it to us INDIRECTLY
Your information may be shared with us by independent organisations. These independent third parties will only do so when you have indicated that you have given consent to share this data with us. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

When you give permission to OTHER ORGANISATIONS to share
We may combine information you provide to us with information available from external sources in order to gain a better understanding of our members to improve our communication methods, products and services.

The information we get from other organisations may depend on your privacy settings or the responses you give, so you should regularly check them. This information comes from the following sources:

**Third party organisations**

You may have provided permission for a company or other organisation to share your data with third parties such as the Students’ Union. This could be when you buy a product or service or register for an online competition.

**Social Media**Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter and through your interactions with us, you might give us permission to access information from those accounts or services.

**Information available publicly**This may include information found in places such as Companies House and information that has been published in articles/ newspapers.

When we collect it as you use our WEBSITES
Like most websites, we use “cookies” to help us make our site – and the way you use it – better. Cookies mean that a website will remember you. They’re small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields. To find out more at cookies and how we use them, visit: <https://www.stirlingstudentsunion.com/privacy/>.

In addition, the type of device you’re using to access our website and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have and what operating system you’re using. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

When you BUY A PRODUCT from us
We collect information to enable us to process your order and notify you of its progress. Once an order has been placed, we may contact you by email to confirm your order details and again once your order has been accepted and dispatched. Should we need to contact you for any reason regarding your order, we will use the email address registered to your account, or the telephone number where provided.

What personal data we collect and how we use it

The type and quantity of information we collect and how we use it depends on why you are providing it.

Our Members
If you are one of our members, the University, in response to their obligations to you, provide us with a set of key information you provided at enrollment. When you use our services or participate in one of our activities we will use this information to provide the best possible standards of administration and communication. This information includes, but is not limited to:

* Student name
* Student number
* Date of birth
* Programme of Study
* Grades
* Email address
* Home address
* Year of study

In addition when you attend an event, join a student group or use one of our services we may ask for additional information such as (but not limited to):

* Your bank details to facilitate payments
* Residence
* Information relating to your health if you are taking part in a high risk activity
* Any disabilities so that we can provide assistance where needed

We will mainly use your data to:

* Provide you with services, products or information relating to the Students’ Union
* Provide you with services, products or information relating to any clubs/societies or sports teams
* Administer your membership
* Provide advocacy support
* Facilitate Union democratic meetings and elections
* Keep a record of your relationship with us
* Administer nominations for Award Balls and Teaching events
* Recognise your engagement with clubs/Socs, sports teams, as a volunteer, elected Officer, module rep/Faculty Officer or other role
* Understand how we can improve our services, products or information
* Register your membership with National Governing Bodies where relevant

**Third Parties**
We will share information with third parties only in support of Union activity for example, for entries to national sporting competitions or for trip insurance purposes. We take the security of your data seriously and will never sell on your data or use for it for any purpose other than for which it was collected. Where we share your personal information with third parties we ensure that we have appropriate measures in place to safeguard your personal information and to ensure that it is solely used for legitimate purposes in line with this privacy notice.

**Overseas transfers**
The Union works with Membership Solutions Limited for the storage of student data which allows the Union to fulfil its legal obligation. At no time will any be data be stored outside the European Economic Area (EEA).

**Communicating with you**We will only ever contact you to either fulfil a legal obligation (information on the Union’s activities related to this legal obligation) fulfil a contract (for example staff) or where we believe you have a legitimate interest in us communicating with you (for example to confirm an online shop order or matter relating to your participation in clubs and societies having bought a membership). The Union undertakes any communication in line with the Privacy and Electronic Communications (PECR) guidance. For any communication sent via our MSL system, you will be provided with an unsubscribe option to select your options for any future communication.

**Security**
Ensure the safety and security of your personal data is our primary goal. Relevant Union staff have access to process data and where this is the case, access is limited and locked to those who have authority to access it. Further information is available within the Union’s Data Protection Policy.

Access to your personal information is restricted to prevent unauthorised access, modification or misuse and is only permitted among our employees and in the case of Clubs/Socs and sports teams, Committee members who will have access to administer the objectives of the club only.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

**Advocacy Service & Confidentiality**

In using the University of Stirling Students’ Union advocacy service, there is a legitimate interest in providing you with the advice you need in the most efficient manner. To do so, we will use the information provided by you and during any consultations with our team to create a case record of your individual circumstances and the resulting discussions, cross reference information from our student records (provided by the University at enrollment), tailor our guidance to your needs and create anonymised statistical reports to further the service and University experience. The University of Stirling Students’ Union does not share your data with third parties without your explicit consent unless there is genuine concern for the safety and well-being of the individual or others though we would normally seek to discuss this first before disclosure.

We will only ever share your data in other circumstances if we have your explicit and informed consent.

As a member led charitable organisation it is important that our elected representatives are publicly accountable to members. We publish the names of all elected representatives (both Union and specific club/society and Sports teams) alongside their email addresses, we may also publish University email addresses where appropriate to the individual and their role.

**Retention**
Further information on data retention can be found within the Union’s Data Protection Policy.

**Profiling**
Whilst we collect a variety of information to allow us to deliver our services, we do not engage in any activity that makes automated decisions.

Keeping your information up to date

We mostly use the record of members provided by the University of Stirling to maintain accurate data about you as described above. We really appreciate it if you let us know if your contact details change.

**Your rights**
You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. In some circumstances you may have the right to object to the processing of your personal data, to request it is erased where it is no longer required for the stated purposes, or that inaccurate information about you is corrected. For more information about your rights see the Students’ Union Data Protection Policy.

**Contact details**
If you have any questions relating to this policy or the way we are planning to use your information please contact:

Audrey Burns, Chief Executive, University of Stirling, Stirling, FK9 4LA
Tel: 01786 467166
Email: theunion@stir.ac.uk

**Changes to this statement**

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our Website or by contacting you directly.