**What do we collect, why and where is it stored?**
To assist the Union in pursuing its work and to enhance the student experience for Stirling students, we process data to ensure we deliver for members, fulfil orders, work with suppliers and for the employment of staff. Outlined below, is a quick snapshot outlining each area where we have identified we gather and process personal information.

Further information relating to each is contained with the relevant privacy policy. This lists aim to give an overview of our processing and the details are not exclusive or exhaustive.

1. **Full, associate and affiliate members**

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| **Personal data collected (may include):** | Student ID, Email Address, Full Name, Faculty, Department, Course, Year of Study, Level of Study, Mature Student, PT or FT Status, Domicile, Graduation Year, Fee Paying Status, Parent/Carer, Telephone, Images of the Individual, Postal Address, Group Membership, Date of Birth, Age, Disability, NI Number, DVLA Number, Signature and Course Location |
| **Special categories of data collected (may include):** | * Race, ethnic origin, gender.
 |
| **Data origination:** | University of Stirling, Student Directly |
| **Storage location:** | Union Shared area, MSL servers (with access to data only for employees with necessary access and for elected club Committee Officers to relevant club administration) and Iizuka servers (with access to data only for employees with necessary access). |
| **Identified data usage (may include):** | Membership records, advocacy service user records, records of attendance at events, event attendance, purchase history, democratic engagement history, registered driver details, trip reports, inbound and outbound payments, refunds, retail purchase history, group membership, committee positions, module rep/faculty officer records, volunteering, photographs for use in publications/promotions, incident reports, accident reports, Disciplinary cases, nominations for Awards including Clubs Ball/Sports Ball and Teaching Awards |
| **Third parties with access (may include):** | University of Stirling, National Governing Bodies, BUCS and Endsleigh |
| **Retention period:** | As outlined in the Union’s Data Protection Policy |

1. **Customers and visitors**

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| **Personal data collected (may include):** | Image of individual, Postal Address, Telephone, Email Address, Full Name and Student ID |
| **Special categories of data collected (may include):** | None |
| **Data origination:** | Provided by individual |
| **Storage location:** | Shared area, Finance Office and MSL servers (with access to data only for employees with necessary access). |
| **Identified data usage (may include):** | Event ticket sales history, inbound and outbound payments, refunds and retail purchase history |
| **Third parties with access:** | None |
| **Retention period:** | As outlined in the Union’s Data Protection Policy |

1. **Employees of suppliers, contractors and clients**

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| **Personal data collected (may include):** | Email Address, Full Name, Business Name, Postal Address, Role Title, Telephone, Signature and Bank Details |
| **Special categories of data collected (may include):** | None |
| **Data origination:** | Provided by individual |
| **Storage location:** | Union Shared area, Finance Office, secure office |
| **Identified data usage (may include):** | Client invoices, supplier payments, communications, credit management and fraud prevention  |
| **Third parties with access:** | None |
| **Retention period:** | As outlined in the Union’s Data Protection Policy |

1. **Employees of the Union**

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| **Personal data collected (may include):** | Email Address, Full Name, Telephone, Postal Address, Role Title, Date of Birth, Disability, NI Number, Bank Details, P45 / P46, Next of Kin Details, Disciplinary Record, Criminal Record, Photographic ID, Family Relationships, Right to work in UK, Reference Personal Details |
| **Special categories of data collected (may include):** | Race, ethnic origin, religion, trade union membership, gender. |
| **Data origination:** | Provided by individual |
| **Storage location:** | Locked Cabinet, Timenet, Union Shared area (with access to data only for employees with necessary access). |
| **Identified data usage (may include):** | Employee Administration, Recruitment processes and Expense claims |
| **Third parties with access:** | HR consultants, accountants, pension providers |
| **Retention period:** | As outlined in the Union’s Data Protection Policy |