



# 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 is made between the University of Suffolk and the University of Suffolk Students' Union

2. The University of Suffolk will provide the following information to the University of Suffolk Students' Union:

**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 Cards

2.4 Generation of demographic reports to inform our reporting, provision and operational 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
[Redacted]	[Redacted]

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	2.4, 2.5, 2.6

#### 4. Information provision

UOS SU shall ensure that all UOS SU staff are included in the MSL Site. The transfer of data to MSL shall be subject to the following conditions:

UOS SU shall ensure that all UOS SU staff processing this data are aware of their responsibilities under the Data Protection Act 1998 and the EU GDPR and UK data protection legislation.

#### 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

UOS SU shall ensure that all UOS SU staff processing this data are aware of their responsibilities under the Data Protection Act 1998 and the EU GDPR and UK data protection legislation.

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

## 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.

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**Data Protection Officer  
University of Suffolk**

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**Date**

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21/06/2018

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

**Date**

