



Queen's
Students'
Union

Queen's Students' Union - Elmwood
3 Elmwood Avenue
Belfast
Northern Ireland
BT9 6AZ

Queen's Students' Union Privacy Notice

1. This Privacy Notice tells you what we do with information we collect about you. The notice is addressed to individuals who are [users of our services, customers, website users and third parties]. We refer to all these individuals as "[customers]" or "you" in this notice.

WHO WE ARE

2. We are Queen's University Belfast ("we", "us" and "our"), a Higher Education Provider (HEP). This notice relates specifically to Queen's Students' Union and the events, programmes, opportunities, campaigns, competitions and services operated by it.

PERSONAL DATA WE USE

3. When providing our events, programmes, competitions and services we will ask for information about you, such as your [name, address, DOB, etc.] This is known as your "Personal Data". We may also ask you for some special categories of information (for example [religion, health etc]). This is known as your "Sensitive Personal Data".

DATA FROM OTHER SOURCES

4. We also collect information about you from other persons and this also forms part of "personal data". This includes information from:
 - 4.1 Queen's Student Information System
 - 4.2 Your school

HOW WE USE YOUR PERSONAL DATA

5. We use your Personal Data and Special Personal Data in the following ways:

To accurately record data about you and respond appropriately if you complete one of our forms on our website, such as:

- Complaints Procedure / Feedback Form
- Registering your details to become a Student Rep
- Starting your own Club or Society
- Asking for Advice from Advice SU
- Registering your interest in or participating in Volunteer SU's opportunities and/or training programmes

- Signing up to Volunteer SU's Newsletter
- Registering your interest in Enterprise SU's opportunities and/or programmes
- Signing up to Enterprise SU's Newsletter
- Signing up to a competition run by the Students' Union

To accurately record data about you and respond appropriately if you complete a survey in which we have built on Survey Monkey, such as:

- SU Survey
- Competition sign ups
- Programme applications
- Feedback of services, programmes, campaigns and events

To accurately record data about you and respond appropriately if you have registered for an event on Eventbrite.

To contact you regarding the events, programmes, competitions and services of the Students' Union, the University, Belfast and beyond.

REASONS WE CAN COLLECT AND USE YOUR PERSONAL DATA

6. We will only use your Personal Data if we have valid reasons for doing so. These reasons are known as our "legal basis for processing". In certain circumstances we may ask for your consent to process your information. At other times we may be required to process your information to enable us to fulfil our part of the contract we have with you. There are circumstances where we have a legitimate interest to process your personal data, for example to provide you with a service which you have requested. The legal bases for processing your Personal Data are:
 - We have a 'legitimate business interest' for processing your data. This allows us to provide details of areas of the Students' Union in which you have expressed an interest
 - We will also contact you regarding past, existing, future or potential the events, programmes, opportunities, campaigns, competitions and services operated by Queen's Students' Union and Queen's University Belfast campus.
 - To continually improve the engagement of our services/work

WHO WE SHARE YOUR DATA WITH

7. For administrative purposes, your data will be shared and processed by third party software companies:
 - Mail Chimp
 - Survey Monkey
 - Eventbrite
8. We can share your information including Personal Data and Special Personal Data with the following parties for the purposes set out above. This is done in line with our Data Protection Policy and Procedures.
 - Mailchimp – to contact you regarding the events, programmes, competitions and services of the Students' Union, the University and any external of interest.
 - Volunteer involving organisations where agreed
 - Judging Panels of competitions where agreed

8. Sometimes we will not stop using your information when you ask us to, for the reasons described in this notice, but we will tell you about this if you make a request.
9. In other cases, if we stop using your information we will not be able to provide the services that you are asking us to give you. We will tell you about this if you make a request.

DATA PROCESSING OUTSIDE EUROPE

10. We will not transfer your Personal Data and Sensitive Personal Data outside of the European Economic Area.

HOW LONG DATA PROCESSING INFORMATION WILL BE KEPT

13. We will keep your Personal Data and Sensitive Personal Data for up to 6 years from termination of service/student relationship. We are only allowed to keep your information if we need it for one of the reasons described above.

YOUR RIGHTS

14. You can contact us at the address above for one or more of the following reasons:
 - 14.1.1 To ask us to fix information about you that is wrong or incomplete, this is known as your right to rectification.
 - 14.1.2 To ask us to delete information about you, this is known as your right to erasure.
 - 14.1.3 To tell us you no longer agree to us using your information about you and ask us to stop, this is known as the right to object.
 - 14.1.4 To tell us to stop using information about you to sell you products and services, which is known as the right to restrict processing.
 - 14.1.5 To make “subject access requests” – which is a request for us to send you the information we have about you
 - 14.1.6 To ask us to provide you or someone else (on your request) in a structured; commonly used machine-readable format with the information you have provided to us about yourself. This is known as “data portability” right.
 - 14.1.7 To ask us not to use information about you in a way that allows computers to make decisions about you based solely on automated processing.

CONTACTING US

15. The Information Compliance Unit
Registrar’s Office, Lanyon South
Queen’s University Belfast, University Road
BT7 1NN
info.compliance@qub.ac.uk

COMPLAINTS

16. You have the right to complain about how we treat your Personal Data and Special Personal Data to the Information Commissioner's Office (ICO). The ICO can be contacted at:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow, Cheshire
SK9 5AF

CHANGES TO THIS NOTICE

17. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.