

# ***MATES SCHEME DATA PRIVACY STATEMENT***

Last Reviewed: 16<sup>th</sup> November 2020

## ***INTRODUCTION***

Heriot-Watt University Student 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 having a positive impact with every Heriot-Watt student.

## ***WHERE WE COLLECT INFORMATION ABOUT YOU FROM***

We collect information in the following ways:

### ***WHEN YOU REGISTER FOR THE SCHEME***

When you register to take part in the MATES scheme, you will provide us with personal data about yourself via an online form. 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.

## ***WHAT PERSONAL DATA WE COLLECT AND HOW WE USE IT***

The information we will collect about you includes the following:

- Your name

- Your Student ID
- Your Heriot-Watt email address
- Your interests
- Societies / Sports Clubs you are interested in hearing from
- Whether you require a member of our Advice Hub Team to contact you

We will mainly use your data to:

- Match you with a fellow student with similar interests to you and facilitate an online introduction to each other.
- Provide your details to a Society / Sports Club Ambassador or Committee Member to facilitate an introduction to that Society / Sports Club
- Have a Student Advisor from our Advice Hub contact you

## ***HOW WE KEEP YOUR DATA SAFE AND WHO HAS ACCESS***

Personal data collected and processed by us may be shared with Student Union employees and volunteers and under strictly controlled conditions the following groups where necessary:

- Sports Union – Staff
- Sports Union – Sports Club volunteers

When we allow access to your information, we will always have complete control of what they see, what they are allowed to do with it and how long they can see it. We do not sell or share your personal information for other organisations to use.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff, volunteers and contractors.

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

We will only ever share your data in other circumstances if we have your explicit and informed consent, unless we believe you may potential harm yourself or others and sharing your data will help to prevent this.

## ***MARKETING & COMMUNICATIONS PREFERENCES***

By joining the MATES scheme, you are indicating that you wish to be contacted by matching students / societies / sports club / Union services. We may contact you in the future regarding similar programmes / schemes we run that we feel you might enjoy.

If you don't want to hear from us, that's fine. Just let us know by contacting us on 0131 451 5333 or [privacy@hwunion.com](mailto:privacy@hwunion.com).

## ***KEEPING YOUR INFORMATION UP TO DATE***

We are required to ensure all personal data we hold is up to date. We really appreciate it if you let us know if your contact details change.

## ***UNDERSTANDING THE DETAIL OF OUR DATA SECURITY MEASURES***

When we process your data we will have already carefully assessed the lawful justification for doing so, the parameters in which the data is processed, the length of time the data is held for, the secure storage of your data and undertaken impact assessments to ensure your rights are delivered.

The Student Union operates a Data Protection and Information Security Policy which is supported by a practical handbook for our employees and volunteers. All employees and volunteers handling data are required to undertake general data protection training and third parties handling data are required to provide a contract which meets the requirements of the Information Commissioner's Office.

## ***YOUR RIGHT TO KNOW WHAT DATA WE HOLD ABOUT YOU, MAKE CHANGES OR ASK US TO STOP USING YOUR DATA***

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for (e.g. processing your membership or registering you for an event) we will do so. Contact us on 0131 451 5333 or [privacy@hwunion.com](mailto:privacy@hwunion.com) if you have any concerns.

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to access your information, you must complete the Subject Access Request Form with a description of the information you want to see and the required proof of your identity by post to Heriot-Watt University Student Union, Riccarton, Edinburgh, EH14 4AS. We do not accept these requests by email so we can ensure that we only provide personal data to the right person.

If you have any questions please send these to [privacy@hwunion.com](mailto:privacy@hwunion.com), and for further information see the [Information Commissioner's guidance here](#).

## ***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.

If you have any questions, comments or suggestions, please let us know by contacting [privacy@hwunion.com](mailto:privacy@hwunion.com).