

SOCIETY DATA PRIVACY STATEMENT

Last Reviewed: 17th August 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:

SOCIETY AFFILIATION

You may give us information in order to affiliate (create) a new society. When you give us this information we take responsibility for looking after it and we may cross reference this data against enrolled students at Heriot-Watt University. We will use the information you provide to contact you regarding the activities of the society, and notify you of society development events to ensure your society is running effectively.

SOCIETY REAFFILIATION

You may give us information in order to reaffiliate (continue for another year) a new society. When you give us this information we take responsibility for looking after it and we may cross reference this data against enrolled students at Heriot-

Watt University. We will use the information you provide to contact you regarding the activities of the society, and notify you of society development events to ensure your society is running effectively.

JOINING A SOCIETY

When you join a society, the society may ask you for your information in order to maintain a record of society members. This information will primarily be used for communication purposes, to update you on the societies activities and development. The society may share your details with third parties to enable external benefits of being a member to be administered. Check the society's constitution for details.

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 of other organisation to share your data with third parties such as the Student Union. This could be when your society is a member of a national organisation such as Girl Guiding UK.

SOCIAL MEDIA

Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter, 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 YOUR SOCIETY REQUESTS FUNDING

To make a society funding application, you will be asked to provide information regarding the purpose and nature of the application. This information is required to enable us to understand the legitimate reason for requesting funding, and the persons with the society taking responsibility for the application to enable us to communicate effectively. Some of this information may be shared with the Society Council, who debate and approve funding applications.

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.

OFFICE BEARERS

If you are an Office Bearer for your society, we will ask for the following information:

- Name
- Email
- Matriculation Number
- Position within the society

When attending development workshops and training, your attendance may be recorded for administrative purposes.

We will mainly use your data to:

- Maintain records of those in charge of societies for administrative purposes such as arranging registered signatories on bank accounts
- Communicating with you regarding society activities, and training and development events that will ensure the society runs effectively
- Administering society funding applications
- Maintaining accurate list of members

HOW WE KEEP YOUR DATA SAFE AND WHO HAS ACCESS

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 and contractors.

We disclose your information to key suppliers with whom we hold contracts to deliver services for the Students' Union. These suppliers are named below:

Supplier: Heriot-Watt University Hospitality Services

Purpose: Room and Bridge Link Bookings

Address: Heriot-Watt University, Riccarton, Edinburgh, EH14 4AS

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.

MARKETING & COMMUNICATIONS PREFERENCES

SOCIETY NEWSLETTER

As a registered Officer of a society affiliated with us, we are required to support you to ensure the fair, smooth and legal operation of your society. We do this through an email newsletter, sent to the Office Bearers of the society. This will contain information regarding the support that is available to societies, training

and development workshops and any legislative or legal changes you may need to be made aware of.

KEEPING YOUR INFORMATION 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 Students' 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. affiliating your society) we will do so. Contact us on 0131 451 5333 or 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, 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.