UWS STUDENTS UNION SOCIETIES GDPR GUIDANCE

GDPR (General Data Protection Regulation) and Information Security Overview

- This is your guide for ensuring you manage your society members' information securely and comply with Data Protection Regulations.
- **Page 3** is where you will find the specific details for your society

Here's the key thing to remember:
Treat other students' data as you would wish your own data to be treated – confidentially and only to be used for the purpose it was given.

What is personal data?

- Any data that can be connected to an individual and used to identify them eg. name and address
- Name does not need to be included for information to be classed as personal
- Student Banner ID is classed as personal data

What is sensitive data?

- Data consisting of racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or data concerning a person's sex life or sexual orientation

GDPR Aim

- Legislation aims to protect personal data and to prevent misuse, unauthorised or inaccurate use of the information relating to the individual
- It is designed to keep an individual's information safe and ensure they have control over its use

Data sharing (if required)

- The Students' Union will inform you if data ever needs to be shared with a 3rd party eg. university, local authority, police
- This should only be shared if necessary

Disclosure of data (if required)

- Less is better
- Disclose the minimum amount required
- Always remove irrelevant information before sharing and remove any confidential information
- Sensitive information should be sent by encrypted emails flagged for read receipt

Enforcement

- Any breach of GDPR is an offence

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GDPR Principles and how to manage your society members' information

Principles of GDPR

1 - Lawfulness, fairness and transparency
We must have a lawful basis for processing individuals' data
We must tell people how we will handle the information we hold about them

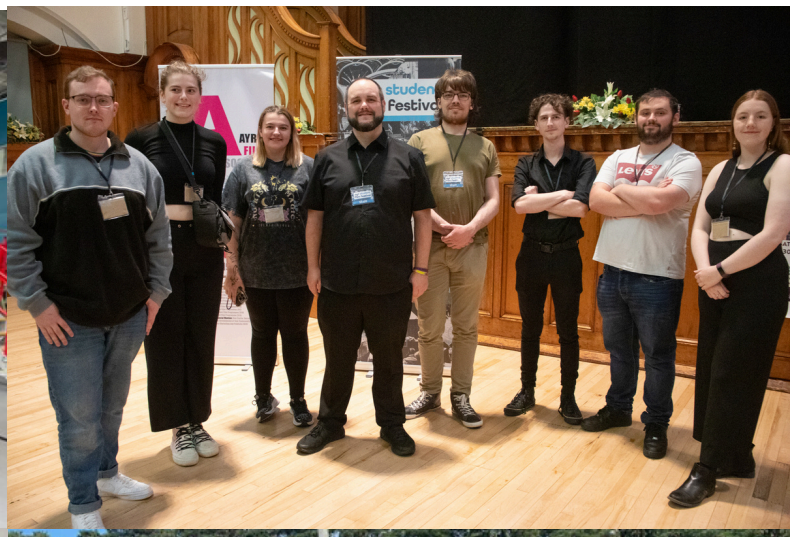
2 - **Purpose limitation**
We must only collect data for a specific purpose and should not use it for any other purposes

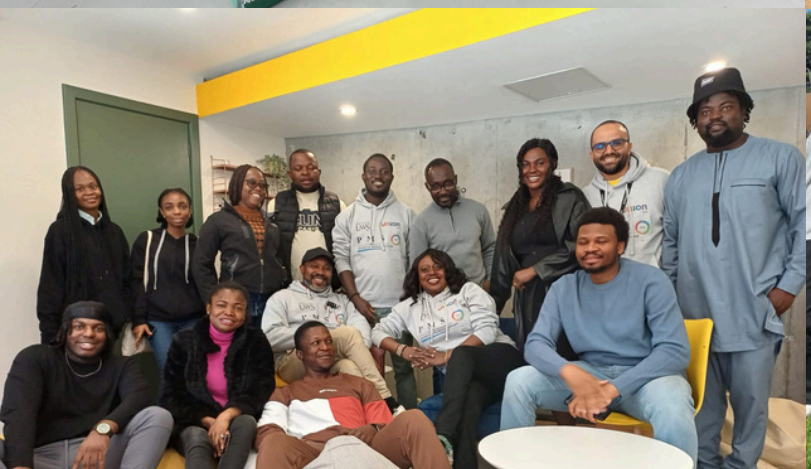
3 - **Data minimisation**
We should only collect the information we actually need

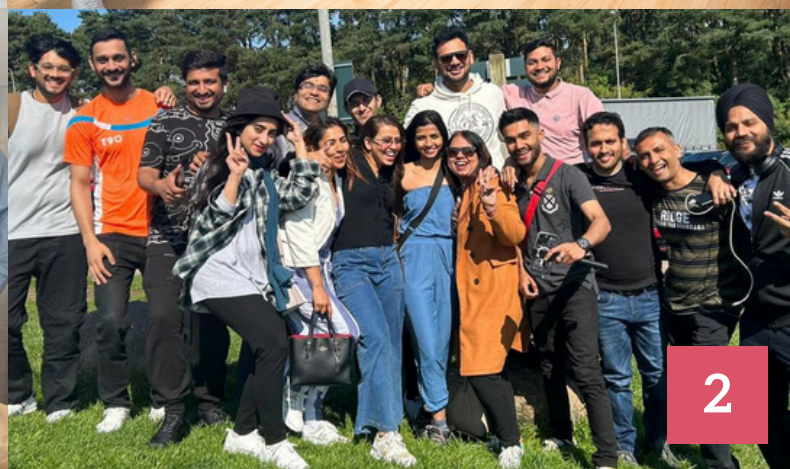
4 - **Accuracy**
We must put systems in place to make sure that the data we hold is accurate

5 - **Storage limitation**
We should not hold personal data for any longer than necessary (all society memberships expire on 31st July every year)

6 - **Integrity and confidentiality**
We must have appropriate technical and organisational measures in place to keep data secure







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How to manage your society members' information

Website storage:

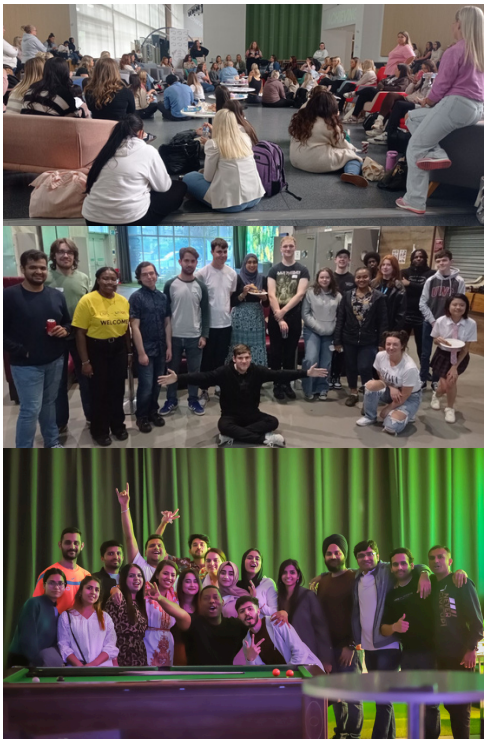
- Your membership list is stored on the admin section of your society webpage. It should not be downloaded or stored on any personal devices
- Your society admin page can be accessed by logging into the Students' Union website with your Student ID and password
- You can securely send emails to all your members through your society admin page

Sending emails:

- You should check recipients carefully when creating or replying to emails
- If you're including all society members in an email:
  - Select **Bcc** when adding their email addresses
  - This means they will be "blind copied" into the email and will not see other people's contact details
  - Sending emails through your society webpage will automatically do this correctly for you
  - Relevant committee members can be included in emails using either the **To** or **Cc** options. This means everyone who received the email will see their contact details
- Remove information that is not needed or should not be shared

Google Drive:

- Through your society email account you also have access to Google Drive, which can be used to manage your society members' details securely



Group chats:

- If your group chats give people access to anyone's personal data, the link for these should only be sent using your society email account
- WhatsApp group links should not be advertised on any posters or social media posts (this would give anyone who sees it access to everyone's phone numbers)

Paper sign up sheets

- If you ever collect a list of student names and email addresses (eg. during Freshers' Fair), you must type the email addresses and contact them from your society email account
- The paper list must then be destroyed

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How to protect your information and electronic devices

Phishing emails

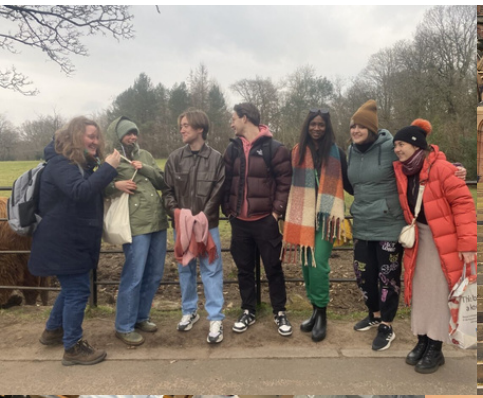
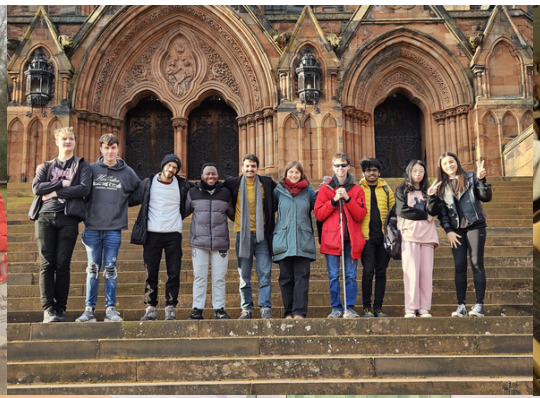
- Do not click on email hyperlinks or attachments unless you trust the person sending it
- If in doubt, ignore it. Do not ask them about it by replying to the email

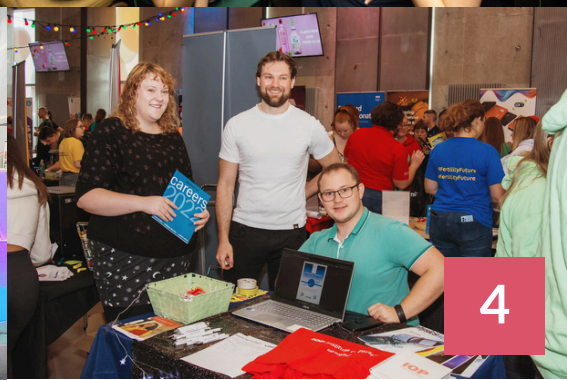
Spam emails

- Your society email address is available for anyone to access through your page on the Students' Union website
- This means you will occasionally receive spam emails from organisations trying to sell you "society apps" or "sponsorship" deals. Please ignore these

Passwords

- Should be secure and memorable
- Advice: use three random words you can easily picture along with a number eg. foxThundercake39
- Do not use the same password for all accounts
- UWS Information Services will never ask for your password

Data breaches and individual's rights

Data breaches can include

- Sending personal data to the wrong person
- Personal data being accessed by someone who is not authorised to do so
- Bulk emails being sent to multiple recipients using 'to' or 'cc' when 'bcc' should be used (sending emails through your society webpage will automatically do this correctly for you)
- Electronic devices being lost or stolen
- Paper records being lost or stolen
- In some cases, personal data being used for purposes other than those it was collected for
- Sharing personal data without having a lawful basis to do so

Reporting breaches

- If you become aware of a breach involving personal data then you must notify the **societies@uwsunion.org.uk** immediately

Individual's rights

- The right to be informed
- The right of access (eg. ability to verify data and the lawfulness of the processing)
- The right to rectification
- The right to erase (ie. the right to be forgotten and have data deleted)
- The right to restrict processing
- The right to data portability (ie. an individual can obtain and re-use their own data across different services)
- The right to object
- Rights in relation to automated decision making and profiting

Subject access requests

- Individuals are entitled to both confirmation of whether the university or Students' Union processes their personal data and to obtain copies of this data
- They are also entitled to some additional information on how this data is used

All committee members who have access to your society admin page or email account must complete this short quiz to confirm you have read and understood this guidance: **https://forms.gle/NtdSgiyg3da6FasH8**

This has been adapted from the UWS GDPR staff training guidance.

If you have any questions or concerns about managing your society's data, please email: **societies@uwsunion.org.uk**