

Data Sharing Agreement between:

Property First and University of Suffolk Students' Union

In accordance with the EU General Data Protection Regulation (GDPR) (2018)

Overview

The following data agreement governs the provision of students' personal information stored by Property First to UOS Students' Union. It explains what type of information will be shared with **UOS Students' Union (UOS SU)** and **Membership Solutions Ltd (MSL) (the website administrators for the Students' Union)** and how this information will be used.

2. How students' personal information will be used by UOS SU.

UOS SU will use the personal information for the following purposes:

2.1 Administration of fair and just accommodation rep elections through **Membership Solutions Ltd (MSL)**

2.2 Administration of the UOS SU democratic system – limited strictly to occasional communication by accommodation reps to those students they represent, strictly for communication related to their role.

3. Information to be shared

3.1 Property First will provide **UOS SU** and **Membership Solutions Ltd**; with the following student information:

1. First name
2. Surname
3. Student ID number
4. Confirmation they are resident in Athena Hall and therefore eligible to stand/vote in the accommodation rep elections

4. Information provision

4.1 Student data will be transferred to the UOS SU and cross-referenced with existing data the Students' Union holds from their agreement with the University of Suffolk in order to create an 'Athena Hall' grouping on the SU data system, **MSL (Membership Solutions Limited)**.

4.2 Subject to 6.1.4 below, **UOS SU** will use MSL as a partner data processor, to process students' personal information on their behalf. Property First will supply the students' personal information directly to the designated UOS SU data processor, who will upload this to the MSL site.



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
- 5.3 Ensure that all **UOS SU** staff processing this data are aware of their responsibilities under the EU GDPR and UK data protection legislation
- 5.4 Ensure that **MSL** has security policies and procedures that are GDPR compliant
- 5.5 Be responsible for ensuring that there is an up to date agreement in place and that any processing, or sub processing, is carried out in accordance with the GDPR.

6. Restrictions on the use of students' personal information

- 6.1. The information provided by Property First to **UOS SU**, shall not be passed to any other third party (other than **MSL**).
- 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. Upon check-in in their accommodation, students will be presented with an opt-in form for sharing certain data from Property First to UOS Students' Union. Property First will only share the data of students that have completed and signed this form.
- 7.2. If a student notifies Property First or the Students' Union 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.
- 7.3 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
- 7.4. Some student data will already be held by UOS Students' Union via their data sharing agreement with the University of Suffolk – the terms of this agreement can be viewed on the SU website here: <https://www.uosunion.org/yourvoice/bylawsandstrategy/>

8. Retention of information

- 8.1 Student information will be treated in accordance with UOS SU's Privacy policy and Data Retention schedule.



9. Review and publication

9.1 This agreement is to be reviewed annually (August of each year) by the UOS SU and Property First.

9.2 This agreement will be published on the **UOS SU** website.