



Members

Your personal information

The University of Lincoln Students' Union collects personal information about you upon providing consent to the University if a Student Member or when becoming an Associate Member. We use this information to facilitate your membership and provide you with access to relevant services. This notice explains more about how we use your personal information.

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What information we collect about you

Depending upon your membership type, we collect the following information when you become a member of the Students' Union:

Student (Lincoln)	When you provide consent to the University for your information to be shared with the Students' Union, we will receive: <ul style="list-style-type: none">• basic personal details such as name, address, email address, phone number and date of birth;• details of your academic studies such as course, school, college, enrolment status and year of study. (We do not receive details of your assignments or marks);• your student photograph in order for us to verify your identity and identify you to students should you participate in the Academic Representation System;
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	<ul style="list-style-type: none"> • certain special characterises such as disability status ethnic origin. These characteristics are only used to ensure equal participation of services and to produce anonymised demographics. <p>A full list of information shared can be found within the University Privacy Notice.</p> <p>You're able to update your details at any time by visiting Blackboard and selecting "Update My Details".</p>
Student (Nottingham)	<p>When you provide consent to the University for your information to be shared with the Students' Union, we will receive:</p> <ul style="list-style-type: none"> • basic personal details such as name, address, email address, phone number and date of birth; • details of your academic studies such as course, school, college, enrolment status and year of study. (We do not receive details of your assignments or marks); • your student photograph in order for us to verify your identity and identify you to students should you participate in the Academic Representation System; • certain special characterises such as disability status ethnic origin. These characteristics are only used to ensure equal participation of services and to produce anonymised demographics. <p>A full list of information shared can be found within the University Privacy Notice.</p> <p>You're able to update your details by using the form available on Moodle and sending this to medicine@lincoln.ac.uk.</p>
Staff Associate	<p>All University of Lincoln Students' Union and University of Lincoln staff are eligible to become an Associate Member.</p> <p>You can become a member at any time by signing into our website and providing consent. The University will then electronically provide us with basic personal details such as name, date of birth, address and email address.</p> <p>You can update your details at any time through your online account.</p>
Associate	<p>If you don't fall into the category of Student or Staff Associate, you will become an Associate Member as defined in the University of Lincoln Students' Union Articles of Association and Bye Laws.</p>

	<p>We will collect basic personal details during registration such as name, date of birth, address, phone number and email address.</p> <p>You can update your details at any time through your online account.</p>
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During your membership, we will collect information when you access our services such as: advice centre, elections, events, commercial venues, surveys, attend trips, workshops and training courses. This information allows us to provide the relevant services to you during your membership.

We will also collect information for the following:

Activities	<p>If you join an activity, we may ask you for next of kin details in case of an emergency for trips you may participate in.</p> <p>We will also collect your driving licence and Insurance details If you wish to become an authorised driver.</p>
Student Voice	<p>If you join an Academic Opportunity we will collect information regarding your participation with the scheme, including your feedback on the scheme; feedback from relevant University and Union staff members/departments; and your levels of interaction with the scheme, such as numbers of Recruitment/Review panels that have been attended or numbers of interactions you have had with members of staff relating to the opportunity.</p> <p>We will collect information related to your nomination should you nominate yourself for an elected position. This may consist of your manifesto and publicity material.</p> <p>We will also collect information such as your election preferences and demographical data should you cast a vote in an election.</p>
Employability	<p>Some of our services contribute information to your employability profile in order to help boost your career prospects. This information may consist of attending training sessions and details of volunteering positions.</p> <p>We will also collect external information provided by you such as third-party volunteering and non-Students' Union training attended.</p> <p>We may use your information to maintain a record of your volunteering participation in order to facilitate the production of demographical information and to produce employability certification.</p>
Advice Centre	<p>We will record your details and notes from discussion with our advisors. We may also keep documents and evidence that you submit to us to either allow us to represent you or to advise you unless you inform us otherwise.</p>
Purchases	<p>When you make a purchase online or via one of our venues, we will collect information related to the transactions for our financial records,</p>

	including items purchased, payment method, contact details for online purchases and product related information, such as menu choices.
Events	<p>If you attend one of our events, we will use your attendance record as a way to record accurate attendance lists, assist with the prevention and detection of crime and enable us to produce demographic reports.</p> <p>As with activity memberships, we may ask for next of kin details in case of emergency.</p> <p>We may also use your information to facilitate third party events which we are selling tickets for in order to allow them to check you have a verified event ticket.</p> <p>Your information will be used if you are involved in any incidents involving security or First Aid in order to keep a records of events.</p> <p>Your information will also be used if you are involved with our medical team in order to maintain records, and in the case of an emergency we may share with will emergency services.</p>
Surveys	We often use surveys as a method to gather member opinion and feedback. If you are asked to complete a survey you will be provided with additional details of how we intend on using your survey data.
Queries	When you send a communication to the Students' Union, we will collect this information in order to assist with resolving your query.

How we use your information

We use your information in order to achieve our charitable objectives, facilitate your membership and provide you with relevant opportunities and services. The uses above are indicative and not a full list.

If you attend an official Students' Union event such as a club night, committee meeting or all student members meeting, we will record your attendance in order to assist with the prevent and detection of crime, production of demographic reports and to enable the marketing of similar events to you, should you have provided consent. We may also use your student photograph, provided with your consent by the University, to verify your identity on entrance to an event.

When purchasing goods and services from the Students' Union, we will use the information you provide, under our legal obligations, to maintain accurate financial records and to provide you with the purchased goods and services. We may also use anonymised transaction data in order to identify demographics and trends and ensure our services maintain relevant.

If you are a student member and become a course rep, we may share your name and contact email address with your school and college rep to enable the facilitation of the Academic Representation System and allow them to contact you in the event of a query.

If you become an elected representative, we may use your student photograph provided with your consent by the University, in order to identify you on our website to your fellow students. We will pass your contact information on to any Part Time elected officer in your School or Colleagues in order for them to contact you about your role

If you join an activity, we may share your name with the relevant activity committee in order to provide accurate membership lists and contact you with informative notices for the duration of your membership. We use your information in order to facilitate development and purchase requests in order to allocate funds accordingly as well as to facilitate any events or activity applications you submit to assist in the delivery of your activity.

We also use your information in order to monitor who is traveling when and where as part of the activity you join, in the interest of personal safety and facilitate the use of emergency contact numbers.

If you are an activity committee member we will use your information to form an agreement between your activity and Sports Practitioners of Team Sports & Coach of Team Sports. We will use your information to gather demographical information regarding the participation in our activities.

If you are successful in becoming a cluster rep then we will use your personal information in order to facilitate meetings and communication with your cluster rep group.

If you Join a Liberation Group we will pass your details to the Liberation committee in order for your membership of the committee to be facilitated.

We use a combination of information provided by you along with information such as activity memberships, volunteering placements and training sessions attended in order to maintain an employability profile. The submitted information is matched with skills to provide you with career advice, opportunities and a place to store your achievements and employability history.

If you use our Advice Centre we may share your contact details and the details of your advice case with other organisations for the purpose of providing you with further guidance and support.

If you submit an expression of interest or make an application for any of our services, such as Swans Den or volunteering opportunities, we will use your personal details along with the information you submit in order to contact you and progress your application through the required processes.

During our elections, if you choose to nominate yourself as a candidate, your name and manifesto will be published on our website and voting form in order to ensure a fair democratic voting process. If you are successful in standing for a Student Leader position, we will share your Student ID and name with the University of Lincoln to ensure you have a good standing with the institution.

If you vote in an election, we will use your information to maintain an accurate voter record and to enable the election calculation. After an election, we may contact you by email informing you of your newly elected representatives.

You may be invited to take part in various surveys throughout your membership in order for us to improve our services and gather member insight on certain subjects. All survey submissions are anonymous although we sometimes offer incentives for the completion of surveys. Should you choose to participate in a prize draw, then your Student ID will be used to randomly select a winner and allocate prizes as necessary.

We regularly create demographic reports across our organisation to ensure services provided are relevant to you now and in the future. Reports may be formed from information such as voting records, event attendance and the purchasing of products.

If you have provided consent for marketing communications, we may create reports based on your service usage in order to provide you with personalised information and messages.

In the event of an accident or mishap in our venues or relating to an official Students' Union activity, we will use your personal details, along with information related to the incident, to maintain an accurate record in line with our legal health and safety obligation.

In the case of an emergency or adverse weather, we may use your contact details to communicate important notices to you.

We use CCTV across our offices and venues for safety and security.

The University of Lincoln Students' Union occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs, further information will be available in a cookies policy. The cookies policy for the Students' Union website can be found here: <https://lincolnsu.com/data-protection>.

If you access other services provided by the Students' Union, such as our advice centre, you will be provided with additional details of how these services will use your personal information.

Information we may share with other organisations

There are times when we may need to or would like to share information with other organisations. These are listed below. We have stated where sharing is a legal requirement, when you can object to sharing and where we need your permission to share.

University of Lincoln	The University and University of Lincoln Students' Union may also share personal information about you for the following purposes: Employability: You would be asked for your specific consent before your information was shared for this purpose. Health and Safety: The legal obligations of each organisation under Health and Safety legislation would justify the sharing of your information if necessary.
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	<p>Academic Opportunities: Your information such as name and student ID may be shared with the relevant University Human Resource department under the agreement process governing “student reviewers, consultants and recruiters”.</p> <p>We will also pass your details to relevant University departments to ensure the smooth delivery of the opportunity you are engaged in, for example details of Student Recruiters will be passed to the University HR department to ensure that participants can be sent details of the panel. The details of Staff Student Insight Scheme and Linc-UP participants will be passed to paired staff members to ensure that contact can be made between staff and students.</p> <p>Advice Service: We collect information about you to assist in your advice case. We use your information to refer you to other organisations for additional specialist support. We may use your information in order to create a casefile in order to maintain a record which can be referred back to if future interactions are required. We may use your personal information in order to gain feedback through feedback forms, which will be used to improve and monitor our services. We may use your information to create a conflict of interest document, used to avoid conflicts of interest arising on cases. We may also make a referral for safeguarding purposes, which could be done on the basis of the public interest, or to protect your (or another person’s) vital interests.</p> <p>Representation: The University and ULSU may share personal information about elected representatives on the basis of their legitimate interests in facilitating the University & ULSU Academic Representation System. The two organisations may also share information about candidates standing in Student Leader elections, for the purpose of confirming the good standing of candidates, including current enrolment and no outstanding tuition fees.</p> <p>The Data Sharing Agreement between the University and the ULSU includes a full list of the information shared and forms part of our Memorandum of Understanding and is available here: https://lincolnsu.com/university-data-sharing</p>
British Universities and Colleges Sports (BUCS)	<i>We share your information from filled in Team Sheets with BUCS In order for you to compete in BUCS Competitions</i>
Students' Union	We may share your information from filled in Team Sheets with other universities that compete BUCS in order to facilitate validation of your student status to adhere to BUCS policy
Training providers	If you take part in any training activities then we will share your information with them in order to generate certification if applicable.

Volunteering Organisations	<p>We will share your contact information and if applicable work experience with volunteering organisations in order to find you opportunities.</p> <p>We may share you contact information with them in order to facilitate communication between you and the organisation to enable you to discuss arrangements and participate in their volunteering activities.</p>
Authorised Activity Providers	<p>We may share your personal information with activity providers who facilitate activities such as Duke of Edinburgh in order for them to keep a record your involvement with them and process your overall award if applicable.</p> <p>We may also share you emergency contact information for them to use in case of emergency.</p>
RedMed Ltd	<p>We share information relating to whether or not your student ID card has a current platinum card in order for them to know whether you are entitled to inclusive access to their relevant events.</p>
Preoday	<p>We may share your personal information (name and email address) with our external mobile ordering app provider Preoday. We will only share this information with Preoday in order to register you on their service should you decide to use our mobile ordering application, DeliverSU.</p>
Nottingham Students' Union	<p>If you are a Lincoln Medical School student, we may share limited and relevant information with Nottingham Students' Union in order to facilitate the partnership between Lincoln and Nottingham institutions.</p> <p>We may share the following information:</p> <ul style="list-style-type: none"> - Membership of any activities or groups in order to facilitate tournaments and competitions; - Usage of advice centre and associated documentation. <p>In addition to the above scenarios, we may share anonymised information with Nottingham Students' Union for statistical purposes.</p>

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

In some circumstances the Students' Union may need to transfer your personal data outside the European Economic Area (EEA). If this is the case the Students' Union will make every

effort to ensure that there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection laws.

How long we keep your information

We will keep your personal data only as long as necessary for the purpose(s) for which it was collected (unless otherwise advised) and in accordance with the Students' Union's records retention schedule.

Data will be kept securely and destroyed when no longer required. The Students' Union may also decide to archive some data. For more information regarding the retention of your personal data please contact the Data Protection Officer on compliance@lincolnsu.com.

If you access additional Students' Union services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

Access You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information, please contact the Data Protection Officer on the details below. Your request will be processed within 30 days.

Portability If you have provided information on the basis of your consent or for a contract, then you can request a digital copy, so you can send it to another organisation.

To request a copy please contact the Data Protection Officer on the details below. Your request will be processed within 30 days.

Correction If any of the information we hold about you is incorrect or incomplete, then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

Erasure This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the Students' Union to keep it, or you withdraw consent that you have previously provided, or you object and there are no overriding grounds to keep it or if it is unlawful to continue to keep it.

Restriction You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need

to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Data Protection Officer can be contacted by email on compliance@lincolnsu.com or by post at: Data Protection Officer, University of Lincoln Students' Union, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information, then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact compliance@lincolnsu.com and explain your objection.

If you have provided your consent for the use of your personal information, then you can withdraw this consent at any time. Consent can be withdrawn by contacting the Data Protection Officer who will consider your request in accordance with data protection laws.

How to contact us

For general enquiries please call 01522 88 6006 or write to University of Lincoln Students' Union, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <https://lincolnsu.com/your-union/staff-team>.

If you have a query about your personal information rights then please contact the Data Protection Officer by email on compliance@lincolnsu.com or by post at Data Protection Officer, University of Lincoln Students' Union, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights, and you wish to lodge a formal complaint, then please follow the University of Lincoln Students' Union Complaints policy, a copy of which can be found in the footer of the LincolnSU.com website. Complaints should be made to the Chief Executive Office, by email on ceo@lincolnsu.com or by post at Chief Executive Officer, University of Lincoln Students' Union, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.