

## Privacy Statement and Data Protection Policy

### Queen Mary Students' Union and its wholly owned trading subsidiary Queen Mary Students Union Services Limited

#### Introduction

We take our responsibility to protect your privacy seriously. This statement sets out the data we collect about you, how we collect it, the reasons for collecting it, how we use it, how we store it, how long we keep it for, and our policy regarding sharing information with others. It also tells you about your rights concerning this data.

The collection and use (processing) of your data is governed by the UK General Data Protection Regulation (GDPR) Data Protection Act 2018, and other relevant UK legislation.

---

#### Registration with Data Commissioner's Office (ICO)

The ICO is the UK's independent body set up to uphold information rights.

Queen Mary Students' Union (Z520302X) and Queen Mary Students' Union Services Ltd. (ZA070049) are both registered with the Information Commissioner's Office.

---

#### Identity and Contact Details of the Data Controller and Data Protection Officer

For the purposes of the UK GDPR Queen Mary Students' Union is the Data Controller. QMSU have appointed a Data Protection Officer: Mike Wojcik (CEO) who can be contacted via [suadmin@qmul.ac.uk](mailto:suadmin@qmul.ac.uk).

---

#### Purpose of the Processing and the Legal Basis for the Processing

The UK General Data Protection Regulation requires that we must have a Lawful Basis for processing your data.

Queen Mary University of London (QMUL) shares student data with Queen Mary Students' Union (QMSU) and QMSU collects data for the following reasons (UK GDPR Lawful Basis for Processing): to allow us to deliver services on behalf of QMUL (Fulfilment of Contract) and to enable compliance with the duties of both QMUL and QMSU under the 1994 Education Act (Legitimate Interest).

**Fulfilment of Contract** "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract."

You have a lawful basis for processing if: you have a contract with the individual and you need to process their personal data to comply with your obligations under the contract. **ICO Guidance 22 March 2018 - 1.0.65171**

**Legitimate Interest** “processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.”

You can rely on legitimate interests for marketing activities if you can show that how you use people’s data is proportionate, has a minimal privacy impact, and people would not be surprised or likely to object. **ICO Guidance 22 March 2018 - 1.0.65171**

---

### **Special Category Data**

Special Category Data (formerly known as Sensitive Personal Data) is defined as personal data revealing: a) the racial or ethnic origin of a natural person b) the political opinions of a natural person c) the religious or philosophical beliefs of a natural person d) whether a natural person is a member of a trade union e) the physical or mental health or condition of a natural person f) the sexual life or sexual orientation of a natural person and g) genetic, biometric data processed for the purpose of uniquely identifying a natural person.

We may process this data where it is necessary and lawful for us to do so. In addition to satisfying the lawful grounds for processing this data, we also rely on the following to allow us to do so:

*(d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;*

---

### **If you are a Student of Queen Mary University of London**

As a registered student of Queen Mary University of London (QMUL) you are automatically a member of Queen Mary Students’ Union (QMSU). You have the right to opt out of membership by informing the University, or Students’ Union that you wish to do so. If you opt out of membership you will not be able to stand for a position or vote in Students’ Union elections, speak or vote at Students’ Union Members’ meetings, vote in a Students’ Union referendum, or hold a committee position in a Students’ Union group. You will still be able to use all the facilities and services provided through the Students’ Union and be a member of a Students’ Union group.

QMSU provide a range of facilities and services on behalf of the University which form part of their contract with you as a student. The University shares your data with us so that we can deliver these services on their behalf.

Under the 1994 Education Act, the University has a legal obligation to ensure that the Students’ Union ‘operates in a fair and democratic manner’ and the ‘appointment to major

*union offices should be by election in a secret ballot in which all members are entitled to vote'. If you are a member of the Students' Union, the University shares your data with us so that you can contest and vote in Students' Union elections, vote in referendums and attend and vote at Union General Meetings.*

### **Data shared by QMUL with QMSU**

The data shared by the University includes the following information:

- Student names
- Student number
- Student card ID number
- Date of birth
- Gender
- Student Type
- Enrolment status
- Year of study
- Faculty
- Course details;
- University email address
- Personal email address
- University address
- Home address
- Student usernames
- User ID (IT username)
- Title
- Mobile telephone number
- Home telephone number
- Nationality
- Mode of study
- Course details:
  - Course code
  - Course name
- Department

- Study site
- Expected end date

### **Data Sharing Agreements**

Data is shared with QMSU by QMUL through electronic transfer to Membership Services Limited (MSL) from whom the Students' Union's licence their membership management system and services.

There is a data sharing agreement in place between QMUL and QMSU, and there is an agreement in place between QMSU and MSL. Copies of these agreements are available upon request.

The agreement with MSL covers processing for the following purposes:

- to pre-register users onto the system so that they can be verified as bona fide current Members to enable website access, voting, purchasing, participation in activities and the receiving of electronic messages;
- for reporting purposes, where reports are requested by the Students' Union and run on University information such as course, department, year of study etc.;
- to validate users' identity and their eligibility to access the Students' Union's Content and data;
- to enable Members to stand as a candidate and / or to vote in Student Union elections;
- to administer, support and promote activities in the Students' Union's clubs, societies, volunteer opportunities and student representation;
- to communicate with Members in relation to the Students' Union's campaigns and business;
- to market targeted services and communicate offers to Members;
- to support the provision of advocacy and advice services to Members;
- to administer and conduct surveys and polls of Members' views and consult Members on Students' Union policies and strategy;
- to carry out automated profiling of Members based on criteria set by the Students' Union for the purposes of enabling the delivery of personalised content, messaging and services offerings by the Students' Union to users via the System;
- to carry out and make automated decisions on behalf of the Students' Union where such decisions are based on criteria set by the Students' Union (for example, where a decision is made on whether a Member may vote in an election based on their eligibility under the Students' Union elections regulations);
- to retain and delete data in line with MSL's standard data retention policy; and
- to assist the University and Students' Union compliance with applicable law and regulation.

MSL processes the Union's Member-related personal data only in accordance with the Union's written instructions and it processes other personal data for purposes associated with the performance of the Agreement and/or for MSL's legitimate interests.

### MSL Personal Data Retention Management

All personal data for all current Members is retained in the MSL System according to the following schedule:

Data Retention Parameters Definition	Value	Notes
Nominal Leaving Date for a person	Global Expiry Date	i.e. at the end of that 12 month period in which the Actual Leaving Date falls
Full Retention Period	3 years	Measured from the Nominal Leaving Date
Final Deletion Period	6 years	Measured from the Nominal Leaving Date

The retention management procedure is triggered by the date ("**Actual Leaving Date**") that the Member ceases to be a member of QMSU, or in the case of staff and other active users, the date that the Client removes their membership of the organisation.

"**Global Expiry Date**" is as defined in the Documentation.

"**Nominal Leaving Date**" is the next date as defined by the parameter table following the Actual Leaving Date, or is the Actual Leaving Date if both fall on the same day. The Nominal Leaving Date for a person will fall on the Global Expiry Date in the System for that year.

The "**Full Retention Period**" is defined as the period of time during which personal data details are fully retained by MSL measured from the Nominal Leaving Date.

Data relating to Members is retained in full by MSL for the Full Retention Period.

At the end of the Full Retention Period, the personal record of each Member is Pseudonymised by MSL and all data and Content linked to that record is no longer attributable to a named individual.

"**Pseudonymisation**" is defined as the removal of the following attributes from a person record in the MSL database:

- a. All name data inc. title / first name / middle name / last name / preferred name / displayed name
- b. Date of birth
- c. All address and residence data
- d. All contact data – inc. phone numbers, email addresses
- e. All academic course data – with the exception of items listed in clause 8

The following is retained on each individual's record after Pseudonymisation:

- a. Student ID
- b. Gender
- c. Nationality
- d. Country of birth
- e. Mode of study (PT/FT)
- f. Year of study
- g. Campus
- h. Student status (e.g. home / EU / international)
- i. Other academic course data which is non-identifying to the individual person
- j. Ethnicity (if stored)
- k. Religious belief (if stored).

MSL retains no information about each individual which would enable it to identify any Pseudonymised personal data record.

Once a data record is Pseudonymised it cannot be updated with new information.

All personal data records are securely deleted after the Final Deletion Period which the time period after the Nominal Leaving Date defined in the table.

The Pseudonymisation and final record deletion processes are run by MSL each year not more than 30 days after the Global Expiry Date.

---

## **Information relating to specific areas of the Union**

### **Academic Advice Service**

QMSU, which is a Data Controller within the terms of the Data Protection Act 2018 (DPA), collects information about all its students for various administrative, academic and health & safety reasons. Under the DPA, we need to obtain your consent for this. Since we cannot operate the QMSU advice service without processing information about you, this consent must be given as part of our general administration procedures. QMSU advice service will handle all such information in accordance with the principles set out in the DPA and with due regard to confidentiality. We will use the personal information contained in this form, and any other information which we may obtain from you or other people in this connection only for the purposes of providing you with academic welfare advice. Your personal information will only be used by the QMSU advice service. It will not be passed on to anyone else without your consent, unless such disclosure is permitted by one of the exemptions in the Act. If you have any concerns about, or objections to, the use of data for these purposes by the QMSU advice service please contact Annie Mitchell at [a.c.mitchell@qmul.ac.uk](mailto:a.c.mitchell@qmul.ac.uk)

We will keep your data for five years from the date of last contact.

---

### **Course Representatives**

Following your nomination your details (student number, name, faculty, school, course, year, email address and telephone number (if you provided one) will be entered on the Course Rep database. If you are not elected as a Course rep, this information will be deleted after the election results have been published.

Following your election, your name, faculty, school, course, year and email address will be published on the QMSU Course Rep web page so that the students you represent know who you are and are able to contact you. This information will also be fed to the relevant QMPlus page for your School/course. We will also record any training you attend and any Course Rep award that you may receive.

We will keep your data for six years on the Course Rep database after you cease to be a Rep so that we are able to meet any request to confirm that you were a Rep and issue any duplicate Course Rep certificates that you may ask for.

Election results (showing your student number, name, position contested and number of votes received) will be kept for six years following the election.

---

### **QMSU Events**

If you attend a QMSU event we collect and store information related to your purchase of tickets for the event (please see further information under QMSU website below) and proof of your identity for admission to the event and for related security purposes.

---

### **Qmotion**

Qmotion's Privacy Statement is contained in section 11 of the Qmotion Terms and Conditions available at <https://www.qmsu.org/pageassets/qmotion/terms/Terms-and-Conditions-March-2023.pdf> and is reproduced below.

#### **Privacy and Data Protection**

11.1 Your privacy is important. The following Privacy Policy discloses the information practices, including the type of information gathered, how the information is used, and our policy regarding sharing information with others. Information regarding our privacy practices is included wherever personal information is collected by Qmotion Sport & Fitness Centre.

11.2 There are many events where you will be giving your personal information to Qmotion Sport and Fitness Centre. These occurrences will happen: • When you purchase any gym membership or day pass at reception or online • When you take part in a competition, prize draw, survey, or provide feedback • When you email or contact Qmotion electronically •



When you are involved in an accident or incident where you are a witness or personally affected • When you book or attend a workshop • When you hire any facilities such as studios, meeting rooms, sports halls, squash courts etc. • CCTV footage when you are entering our facilities. • When you first sign up to a Free Gym Programme Service consultation appointment • When you sign up to the Qmotion events

11.3 The information we collect is required for the purpose of creating your membership account/user card and for you to enrol in our activities. Such information allows you to be identified as a member of Qmotion Sport and Fitness Centre and includes personal and anonymous information such as: • Full name • Student or staff status • Status of study at QMUL if applicable • Facial image • Address and postcode • Date of birth • Contact telephone number • Email address • Membership information • Personal training purchases • Facilities usage • Direct Debit forms if applicable.

11.4 If you register to our site and therefore facilities, we will record your contact information, username and password. We can collect additional information submitted through registration or via updating your information.

11.5 The only reasons we will use your contact details is for the purposes of: • Informing members about matters that relate to their gym membership or their use of the facility • Informing members about matters relating to the gym service • Changes to our Terms & Conditions • Crime • Informing you of our member's satisfaction surveys.

11.6 We will not send out any marketing without your due consent when we collect your contact details, and your personal information will not be shared, sold, traded, or rented to individuals or other parties.

11.7 We may create Anonymous Information records from Personal Information by excluding information (such as your name) that makes the information personally identifiable to you. We use this Anonymous Information to perform statistical analyses of users' aggregate behaviour so that we may enhance the content of our services.

11.8 We realise that your Personal Information, including your name, address and email address, is subject to change. To the extent that you do provide us with Personal Information, we wish to maintain its accuracy.

11.9 We safeguard your physical and electronic information on our own secure servers and secure storage. Your personal information is stored in key secured cupboards and on our password encrypted servers that only reception and management staff have access to.

11.10 We currently keep personal information on our reception computer system called Gladstone. This is so that when you do choose to renew your membership or use the facilities with a day pass the process of signing up is more efficient.





11.11 In the instance that there are paper copies of personal information, such as membership forms or direct debit mandates, the information and paper copies are shredded and disposed of after completion as we operate a paperless system.

11.12 You have the right to view your personal information in accordance with the Data Protection Act 2018. You have the right to:

- Be informed with how your data is being used
- Access your personal information
- Have incorrect data updated
- Have data erased i.e., be forgotten
- Stop or restrict the processing of your information
- Object to how your data is processed in certain circumstances.

There is a data sharing agreement in place between QMUL and QMSU, and there is an agreement in place between QMSU and Gladstone. Copies of these agreements are available upon request.

---

### **QM Skills Award**

When you register for the QM Skills award we collect the following information about you:

- Name
- Student Number
- QMUL email address

We then store details of the Skills Award sessions which you register for and attend, and record the level of Skills Award achieved. Where applicable, we supply this information to QMUL for inclusion in your Higher Education Achievement Record (HEAR).

We will keep your data for three years from your date of participation.

---

**QMSU Website** [www.qmsu.org](http://www.qmsu.org)

### **Types of Information We Collect:**

#### **Personal Information Provided by You:**

We gather Personal Information and Anonymous Information from you when you visit the Site. "Personal Information" means any information that may be used to identify an individual, including, but not limited to: a first and last name; e-mail address; a home, postal or other physical address (when using services designed to deliver or send items to you) or other contact information necessary to provide a service that you requested. "Anonymous Information" means information that is not associated with or linked to your Personal Information; Anonymous Information does not permit the identification of individual persons. We collect Personal Information and Anonymous Information, as described below.

#### **We collect Personal Information from you in the following instances:**

If you register to the site, we will record your contact information, username and password. We can collect additional information submitted through registration or via updating your information. If you purchase through the site, we will record your billing address, however we

do not record your payment card details. This information is collected through Protix, our online payment cart provider. No card payment details are stored through the site. If you purchase through the online shop, you do not need to register to the site, we will record your contact information and billing address; however we will not record your payment card details. This information is collected through Protix, our online payment cart provider. No card payment details are stored through the site. By registering to the site, you will be added to the site's email database and will receive emails from the site. You can opt out of receiving emails by un-subscribing to the site. If you email us directly via an email hyperlink or contact form to provide us with feedback or to ask us a question regarding the site, we will record any information contained in such email. If you download software from the site, we will record your contact information, your additional details and intended use of the software.

**Personal Information Collected Automatically:**As you navigate the site, certain information will be collected automatically. Your domain name will be recorded in order to measure and track your use of the site. This data helps us to improve the content of the site and to customise the content or layout of the site for you. We may also record your email address, which will then be automatically recognised by our servers. We use cookies on the site to collect Personal Information from you to allow us to detect the areas of the site that are of interest to you. This enables us to improve our service and to provide you with tailored information upon your subsequent visits. A cookie is an element of data that a website sends to your computer's hard drive while you are viewing a website. The site uses both session cookies (which expire once you close your web browser) and persistent cookies (which stay on your computer until you delete them). You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it. You can also set your browser to turn off cookies. If you do so, however, some areas of the site may not function properly.

#### **Use of Personal Information We collect:**

Personal Information from you to fulfil your requests. For example, we may use your Personal Information to process an online purchase or interact with a service or feature to the site. We may also use your Personal Information to send you information that you requested, or to confirm registrations, purchases, or service request submissions. We may use your email address to notify you of products or services that may interest you, such as events or other items of interest, in addition we may notify you of recent updates to our site, or to provide you with latest news notifications. You may opt-out from receiving promotional or marketing emails by notifying us at the address specified at the bottom of any unwanted email. This will unsubscribe you from all features throughout the site. In some cases the opt-out facility will not be available. These instances include transactional or relationship messages, such as emails that are necessary to provide you with confirmation of a completed transaction (such as a purchase, request, or change in your user profile), emails providing notification of changes of terms of service, emails containing important information about the use of the site. We may create Anonymous Information records from Personal Information by excluding information (such as your name) that makes the information personally identifiable to you. We use this Anonymous Information to perform statistical analyses of users' aggregate behaviour so that we may enhance the content of our services and improve site navigation.

### **Disclosure of Personal Information:**

Your Personal Information will generally not be shared, sold, traded, or rented to individuals or other entities such as direct mail organisations. However, we may need to provide your Personal Information to third parties to charge your credit card or deliver specific services to you such as support services or shipping. These third parties are required not to use your Personal Information other than to provide the services requested. Although we currently do not share your Personal Information with our affiliates, subsidiaries, joint ventures, or other companies under a common control (collectively, "Affiliates"), we may do so in the future. If we decide to share some or all of your Personal Information with any of these affiliates, we will require such affiliates to honour this Privacy Policy. If assets are acquired by another company, that company will possess the Personal Information collected by us and it will assume the rights and obligations regarding your Personal Information as described in this Privacy Policy. We may disclose your Personal Information if we believe in good faith that

such disclosure is necessary to: (a) comply with relevant laws or to respond to subpoenas or warrants served or (b) protect and defend the rights or property or users of the site. Editing Your Personal Profile We realise that your Personal Information, including your name, address and email address, is subject to change. To the extent that you do provide us with Personal Information, we wish to maintain its accuracy. In some cases, we provide a means to create an account or a profile of information. For example, to change your Personal Information, log in as usual and select the "Update My Details" link found on the top left side of the site.

### **Security of Your Personal Information:**

We safeguard the Personal Information you send to us with certain physical, electronic, and managerial procedures. If you have established an account with us, your account information is password-protected for your privacy and security. In most areas of the site, we use industry-standard-encryption to enhance the security of data transmissions. In other areas, we notify you with a pop-up screen when we transfer or receive certain types of sensitive information. We also store your Personal Information behind our firewall and utilise appropriate security measures in our physical facilities to prevent loss or unauthorised use of sensitive information. Except as provided elsewhere in this Privacy Policy, we limit access to Personal Information in electronic databases to those persons in our organisation that have a need for such access. While we strive to protect your Personal Information, we cannot ensure the security of the information you transmit to us, and so we urge you to take every precaution to protect your Personal Information when you are on the internet. We suggest that you change your passwords often, use passwords that include a combination of letters and numbers, and use a secure browser. Products and services are available which can help give you privacy protection while navigating the internet. While we do not anticipate breaches in security, if one occurs, we will use commercially reasonable efforts to correct the problems that led to the breach.

### **Regarding Children:**

We do not structure our websites to attract children. Accordingly, we do not intend to collect Personal Information from anyone under 18 years of age. Our provision of a link to any other website or location is for your convenience and does not signify our endorsement of such

other website or location or its contents. We have no control over, do not review, and cannot be responsible for, these outside websites or their content. Please be aware that the terms of our Privacy Policy do not apply to these outside websites.

### **Privacy Policy Updates**

This Privacy Policy is subject to occasional revision, and if we make any substantial changes in the way we use your Personal Information, we will post a notice on this page. If you object to any such changes, you must cease using the site. Continued use of the site following notice of any such changes shall indicate your acknowledgement of such changes and agreement to be bound by the terms and conditions of such changes.

---

### **Student Groups**

When you sign-up to join a QMSU affiliated Student Group (Society, Sports Club, Student Media, or Volunteering Group) we collect information from you to allow both the Students' Union and the relevant Student Group to communicate with you, collect membership fees, allow you to stand and/or vote in the Group's committee elections, and to register to attend the Group's events.

---

### **Students' Union Elections**

Following your nomination your details (student number, name, faculty, school, course, year, email address and telephone number (if you provided one) will be entered on the Election database. If you are not elected, this information will be deleted after the election results have been published.

Following your election, your name, faculty, school, course, year and email address will be published on the relevant QMSU Rep web page so that the students you represent know who you are and are able to contact you.

We will keep your data for six years after you cease to be a Rep so that we are able to meet any request to confirm that you were a Rep.

Election results (showing your student number, name, position contested and number of votes received) will be kept for six years following the election.

---

### **Automated Decision Making, including Profiling and Information about How Decisions are Made**

We are required to tell you if we will use any of the data we hold about you for the purposes of automated decision making.

If you contest or vote in our elections, QMSU's election system uses your data to decide which positions you are eligible to nominate yourself for and which positions you are eligible to vote for.

---

## Surveys

When we conduct surveys we will tell you whether the survey is anonymous or not. (A survey may be anonymous even if you have had to log-in to take part, as in many cases we separate the validation of your entitlement to participate from the answers that you give). Most of our surveys are anonymous, but if one is not we will tell you what personally identifiable information we are collecting, what we will use it for and how long we will keep it.

---

## Trustees and Directors

If you apply to become a Trustee or Director of the Students' Union, or a Director of QMSU Services Ltd. we will collect and store the information provided within your application, Fit and Proper Person Declaration, and Register of Members Interests. If you are appointed, we will retain this information for six years from termination of your appointment, otherwise we will retain it for six months from the date of decision not to appoint.

---

## Members of the Public

If you are a member of the public using our facilities, we collect information about you similar to that collected for QMUL Students.

Please see relevant sections relating to CCTV, QMSU Events, QMotion, and QMSU Website for further details.

---

## Recruitment

When you apply for a position with QMSU, we will collect and store the information provided within your application, and any associated disclosure procedure. If you are appointed, we will retain this information for six years from termination of your appointment, otherwise we will retain it for six months from the date of decision not to appoint.

---

## CCTV

QMSU operates CCTV throughout its various areas of operation. The objectives of doing so, which form the lawful and GDPR compliant basis for the processing of this data, are:

- To help with the reduction or negation of criminal activity in the areas covered by the CCTV provision
- Increase in public safety & public reassurance
- Reduction in the fear of crime
- To help with the increased apprehension and prosecution of offenders.
- Risk management and environmental concerns.
- Increase of and compliment partnership working.

CCTV provisions are not expected to solve or eliminate all crime and fear of crime from Students' Union sites covered by the CCTV system. However, CCTV is a powerful and effective tool that enables the collection of accurate, 'real time' information that supports the delivery of more effective and faster responses as well as supporting the legal process in prosecuting those that do engage in criminality or do harm to persons or property.

We post signage in all areas where QMSU operates CCTV coverage.

We retain CCTV recordings for one month from the date on which they are made.

We have a detailed CCTV policy which covers the management, monitoring, reviewing and storing of CCTV images and data by QMSU and is available at:

<https://www.qmsu.org/privacy> .

---

## **Your Rights**

Under data protection legislation, you have a number of rights. These include the following:

### **The Right of Access**

You have the right to ask an organisation whether or not they are using or storing your personal information. You can also ask for copies of your personal information, verbally or in writing. This is called the right of access and is commonly known as making a subject access request or SAR.

For further information see the Information Commissioner's Office website:

<https://ico.org.uk/for-the-public/your-right-to-get-copies-of-your-data/> .

### **The Right to Restrict the Processing of Your data**

You have the right to limit the way an organisation uses your personal data if you are concerned about the accuracy of the data or how it is being used. If necessary, you can also stop an organisation deleting your data. Together, these opportunities are known as your 'right to restriction'. This right is closely linked to your rights to challenge the accuracy of your data and to object to its use.

For further information see the Information Commissioner's Office website:

<https://ico.org.uk/for-the-public/your-right-to-limit-how-organisations-use-your-data/>

### **The Right to Have Your Data Corrected**

You have the right to challenge the accuracy of personal data held about you by an organisation, and ask for it to be corrected or deleted. This is known as the 'right to rectification'. If your data is incomplete, you can ask for the organisation to complete it by adding more details.

For further information see the Information Commissioner's Office website:

<https://ico.org.uk/for-the-public/your-right-to-get-your-data-corrected/>



## Your Right to Have Your Data Deleted

You have the right to have your data deleted, also known as the 'right to erasure'. You can ask an organisation that holds data about you to delete that data. In some circumstances, they must then do so. You may sometimes hear this called the 'right to be forgotten'. This right only applies in the following circumstances. For further information see the Information Commissioner's Office website: <https://ico.org.uk/for-the-public/your-right-to-get-your-data-deleted/>.

## How to Exercise Your Rights

To exercise any of these rights in respect of QMSU, in the first instance please contact our Data Protection Officer: Mike Wojcik (CEO) via [su-admin@qmul.ac.uk](mailto:su-admin@qmul.ac.uk).

---

## Dator Commissioners Office

For further information on any of your data protection rights, please see the Information Commissioner's Office website: <https://ico.org.uk>.

---

## Data Security

QMSU primarily use IT services provided by Queen Mary University of London, and as such and as such, electronic records are stored within QMUL servers and storage, and are subject to QMUL data security safeguards and procedures.

QMSU use HR systems and support provided by Queen Mary University of London, and as such, electronic records are stored within QMUL servers and storage, and are subject to QMUL data security safeguards and procedures.

Where any third party IT service provider is contracted by QMSU as a Data Processor, appropriate agreements are in place to safeguard personal data and the specific purposes for which it may be used. Copies of these agreements are available at: <https://www.qmsu.org/privacy>.

---

## QMUL Data Protection Information

Queen Mary University of London has its own Privacy Policy, which can be found here: <https://www.qmul.ac.uk/privacy> and its own Data Protection Policy, a copy of which can be found here: <https://www.qmul.ac.uk/privacy/media/arcs/policyzone/Data-Protection-Policy-v03.1.pdf>.

---

## Freedom of Information Requests

The Freedom of Information Act 2000 gives individuals the right to know about the activities of public bodies and to request the disclosure of specific information about these activities. Queen Mary Students' Union is not a public body as defined in the Act and so does not have a legal duty to respond to Freedom of Information (Fol) requests.





Queen Mary University of London is a public body and so is subject to Freedom of Information requests. This can sometimes cause confusion because QMSU is a legally separate organisation. However, the Students' Union wants to be open and transparent about its activities, and so will try to respond to any reasonable request for information.

Enquiries from press and media organisations should, in the first instance, be directed to our communications team via [su-press@qmul.ac.uk](mailto:su-press@qmul.ac.uk) .

---