

Consultation on Ending Violence Against Women and Girls Strategy

Queen's Students' Union (QSU) Privacy Notice

Queen's University Belfast ("we", "us" and "our") is committed to protecting your personal data. The notice is addressed to individuals participating in our consultation on Ending Violence Against Women and Girls Strategy, ("you" and "your").

This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

WHO WE ARE

We are Queen's University Belfast ("we", "us" and "our"), a Higher Education Provider (HEP). This notice relates specifically to Queen's Students' Union and the events, programmes, opportunities, campaigns, competitions and services operated by it.

HOW YOUR PERSONAL DATA IS COLLECTED

Information you provide: When participating in our consultation we will ask for information about you, such as your name, address, DOB, bank details, etc. this is known as your "Personal Data". We may also ask you for some special categories of information (for example [gender, sexual orientation, etc]). This is known as your "Sensitive Personal Data".

HOW WE USE YOUR PERSONAL DATA

3. We use your Personal Data and Sensitive Personal Data in the following ways:

- To determine that you are a further or higher education student in NI and are eligible to participate in the consultation
- To communicate with you to verify participation in the consultation
- To invite you to participate in other relevant activities / events
- To undertake analysis of data obtained during the consultation process.

LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA

4. We will only use your Personal Data if we have valid reasons for doing so. The legal bases for processing your Personal Data are:

- **(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- **(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

WHO WE SHARE YOUR DATA WITH

5. In line with our Data Protection Policy and Procedures we can share your information, including Personal Data and Sensitive Personal Data, with the following parties for the purposes set out above:

- Membership Services Limited, a platform for used by QSU for membership management and as a website / survey platform.
- NI Executive Office and other Government Departments.

DATA PROCESSING OUTSIDE EUROPE

6. Your data will be transferred outside of the EEA, only where we have an agreement in place, which includes either the EU model clauses required for transferring data outside of the EEA or that the software providers located in the USA, are part of the EU/USA Privacy Shield Framework.

HOW LONG YOUR INFORMATION WILL BE KEPT

7. We will keep your Personal Data and Sensitive Personal Data for up to 6 years from date of collection. We will only keep your information if we need it for one of the reasons described above. We place great importance on the security of the Personal Data that we hold, including the use of physical, technological and organisational measures to ensure your information is protected from unauthorised access and against unlawful processing, accidental loss, alteration, disclosure, destruction and damage.

YOUR RIGHTS

8. The Data Protection Act 2018 provides you with a number of legal rights in relation to your Personal Data, including the right:

- to request access to your Personal Data;
- to request correction of your Personal Data that is wrong or incomplete;
- to request erasure or the restriction of processing of your Personal Data;
- to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
- not to be subject to automated decision making; and
- to withdraw your consent.

9. If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.

10. Where we need to collect your Personal Data, whether for the purposes of providing a service you have requested or under the terms of a contract we have with you, and you fail to provide that information when requested, we may not be able to provide the service or perform the contract. We may, therefore, have to cancel the contract or the service we provide to you but we will notify you if this is the case at the time.

11. There may also be times where we cannot stop using your Personal Data when you ask us to, but we will tell you about this if you make a request.

CONTACTING US

12. If you have any questions or comments about this privacy notice, the University's Data Protection Officer can be contacted at:

Derek Weir
Data Protection Officer
Registrar's Office
Lanyon South
Queen's University Belfast
University Road
BT7 1NN
info.compliance@qub.ac.uk

COMPLAINTS

13. You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

CHANGES TO THIS NOTICE

14. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.