**Delete what is in red and change to your relevant information**

Data Handling Agreement – **YOUR SOCIETY NAME**

This agreement is made on the **TODAY’S DATE** with **YOUR NAME, YOUR COMMITTEE POSITION, YOUR SOCIETY NAME.**

This provides authority for the Society to process student data for membership management and is valid until the 31st July 2024. The data may only be processed for this purpose. The personal data available is:

* Membership – student name, student number and student email address

The Students’ Union has extensive obligations under the General Data Protection Regulations (GDPR) and Privacy of Electronic Communications Regulations (PECR). These obligations extend to the below named Society Committee Member, who by signing acknowledges this legal responsibility and agrees to the following supportive guidelines:

1. To act only on the written instructions from The Union (unless required by law to act without such instructions) including those in the Data Protection & Information Security Handbook
2. To respect the confidentiality of the individual's affairs
3. To take appropriate measures to ensure the security of processing as outlined in the Data Protection & Information Security Handbook
4. Only transfer to other third parties for processing with the prior consent of the Union and a written contract
5. Assist the Union in providing subject access and allowing data subjects to exercise their rights under the GDPR
6. Assist the Union in meeting its GDPR obligations in relation to the security of processing, the notification of personal data breaches and data protection impact assessments
7. Delete or return all personal data to the Union as requested at the end of each academic year or as requested by the Union
8. Provide the Union with whatever information it needs to ensure that they are both meeting their Article 28 obligations, and tell the Union immediately if it is asked to do something infringing the GDPR or other data protection law of the EU or a member state
9. Ensure appropriate technical and organisational measures as detailed in the Data Protection & Information Security Handbook against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Signed: **YOUR SIGNATURE**

Name: **YOUR NAME**

Date: **TODAY’S DATE**