

The background is a blue-tinted photograph of a crowded student event, possibly a fair or festival. In the foreground, a young woman with long blonde hair tied back is seen from the side, wearing a black and white checkered shirt and carrying a black backpack. Next to her, a young man with dark hair is looking off to the side. Other students are visible in the background, some sitting at tables. Four large, stylized geometric shapes are overlaid on the image: a pink asterisk-like shape in the top left, a yellow triangle in the top right, a teal 'X' shape in the bottom left, and an orange circle in the bottom right.

# **solent students' union**

# Society GDPR training 2023/24



- The General Data Protection Regulation (**GDPR**) applies to the storage and use of any personal data.
- Any misuse of data can result in serious legal consequences.
- Personal data is any information relating to a person that can identify them.
  - i.e. Name, student ID number, location data, email etc.



# Storing Personal Data

- When no longer required all stored data must be deleted, or shredded.
- A student's data must be destroyed six years after they graduate or leave University.
- Physical copies of data (e.g. paper forms) must be stored within a locked storage unit.
  - Paper information cannot be used at any in person event
- Any personal data stored electronically must be encrypted or password protected.



# An Individual's rights and freedoms

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erase the right to restrict processing
5. The right to data portability
6. The right to object
7. Rights in relation to automated decision making and profiling



# Membership Data



The Students' Union will only provide membership information to society/sport committee members and Course Reps who have completed the training.

When processing the data must ensure that the information is:

- Not circulated widely
- Only available to authorized data handlers
- Only used for the specific purpose it was collected
- Held securely
- Securely destroyed after use



# Membership Data



Dos	Don'ts
Keep data up-to date	Leave data unattended/ unprotected
Ask for permission when sharing data	Dispose of in a normal bin
Use BCC when bulk emailing members	Share data without permission
Encrypt and password protect online data	Store personal data on paper copies
Use the data for the task it has been provided for	



# Breaches

A personal data breach means a break of security leading to:

- The destruction, loss, alteration of personal data
- Unauthorized access to personal data
- Unauthorized disclosure of person data

Example:

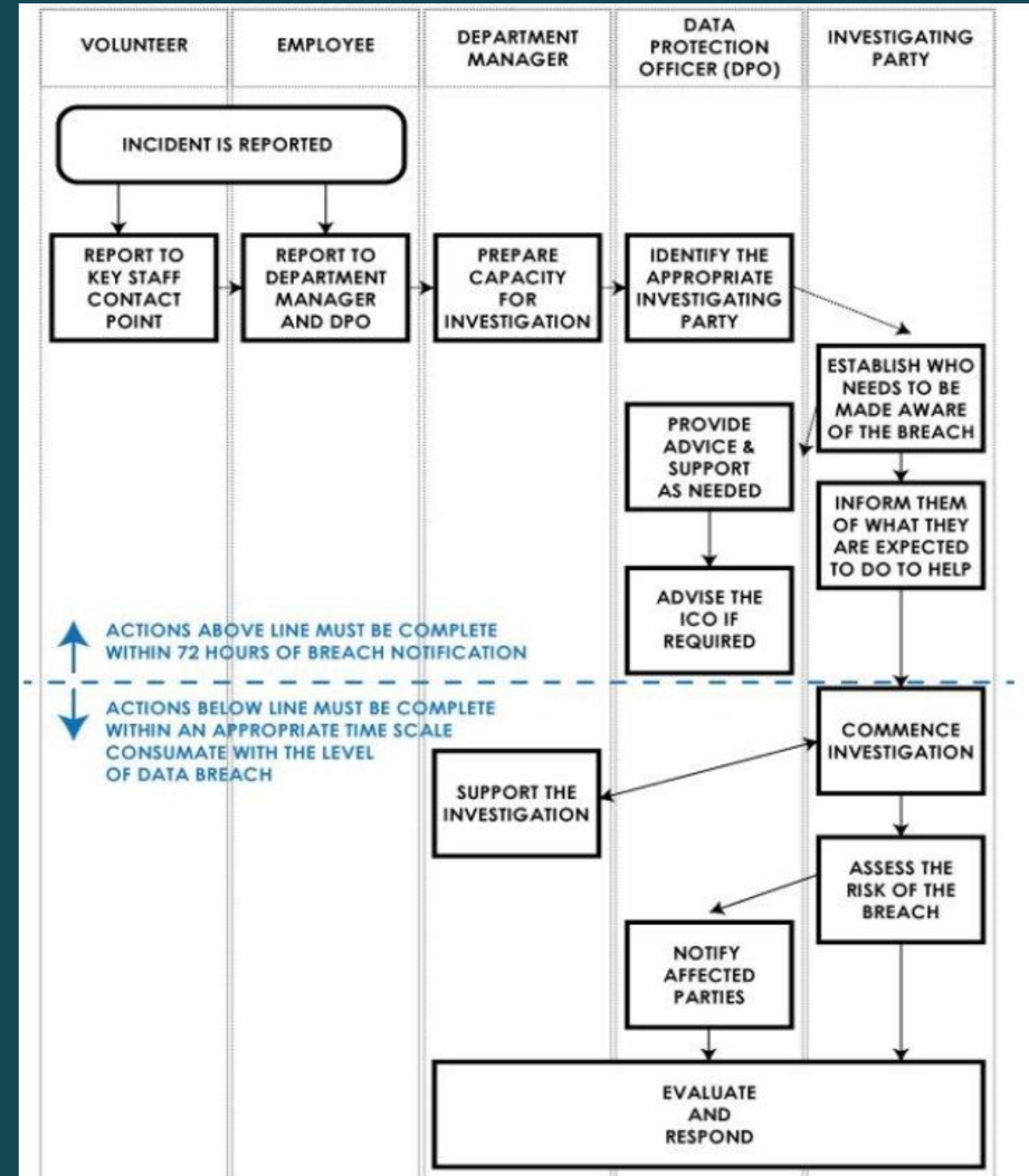
Loss of laptop  
Hacking attack  
Human error





# Breaches

If a data breach has been reported  
immediately speak to  
[student.involvement@solent.ac.uk](mailto:student.involvement@solent.ac.uk)





# Gaining Consent



- Society/Sport Committees and Course Reps MUST NOT contact members about non-society/sport/course related things.
- You cannot publish data that can identify a person without their explicit consent.
- If you hold the personal data of external contacts, you must provide the Students' Union with:
  - A copy of the document which holds the external contact's details.
  - A copy of each contact's consent in writing



# Summary

- You can find more GDPR information at [www.solentsu.co.uk/privacy](http://www.solentsu.co.uk/privacy)
- Consent must be clear, unambiguous, and transparent
- Minimize the data you collect – destroy it afterwards
- Dispose of documents by shredding or using confidential waste bins
- Keep data secure (passwords, and encryptions)
- Check your sources before you disclose personal information
- Be aware of phishing emails



# What's Next



- Societies, Sports and Student Reps must do the GDPR training quiz and sign a data handling agreement form. You can only use data as set out in the data collection assessment form.
- **Take the Quiz:** <https://solentgdprquiz.paperform.co>

## EMAIL

Student.involvement@solent.ac.uk

## WEBSITE

<https://www.solentsu.co.uk/get-involved/societies/>





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