

University of Lincoln and University of Lincoln Students' Union

Data Sharing Agreement

1. Overview and purpose

- 1.1 This Data Sharing Agreement forms part of the Memorandum of Understanding between the University of Lincoln ('the University') and the University of Lincoln Students' Union ('ULSU'). The Agreement governs the provision of students' personal information by the University to ULSU and explains the purposes for which that information may be used.
- 1.2 The University and the ULSU are responsible for the provision of services and support to the University's students. In order to ensure the efficient delivery and evaluation of these services it is necessary to share limited personal information about students. The University's Privacy Notice, which is made available at enrolment, informs students of the information that will be shared. Students may refuse consent for their personal information to be shared by opting out of becoming a member of the ULSU when they enrol.
- 1.3 This Agreement relates to all routine sharing of personal data. Ad hoc requests and responses for personal information or similar statistical data which are not detailed in this Agreement must be made under the authority of the University's Registrar and ULSU's Chief Executive as appropriate.
- 1.4 The University and ULSU are both registered as Data Controllers with the Information Commissioner's Office (ICO) and each organisation will retain full 'ownership' of their own data. However, any shared data is subject to the requirements of this Agreement as well as the Data Protection Act 1998.

2. Personal information to be shared

- 2.1 The University will share the following information for enrolled students:

- Student ID
- Account ID
- Title
- Last Name
- First Names
- Date of Birth
- Gender
- Mobile Phone Number
- Personal Email Address
- Term Time Address
- Home Address
- Home Telephone Number
- Home/EU/International Status
- Course Code
- Faculty Code

- College Code
- School Code
- Stage Code
- Student Campus Location
- Leaver Date
- Academic Year
- FE/HE
- Current Year/Level of Study
- Student Type (year started university, e.g. 1011, 1112, 1213)
- Mode Type (Full time, part time, sandwich etc.)
- Course Representative
- Modules

3. The purposes for which the personal information will be processed

3.1 The ULSU will process the personal information for the following purposes only:

- The administration of ULSU and its clubs and societies.
- The marketing of services provided directly by ULSU.
- The administration of elections.
- The administration of student representation on University committees, panels, boards and other representative bodies.
- Verification of student identity.
- Communication between Sports Clubs and Societies.
- Generation of demographic reports.
- Carry out surveys on behalf of the University

4. Provision of information

4.1 Student information will be provided by the University via a secure electronic transfer. The transfer will ensure that ULSU holds the most up-to-date information and ensure that the details of any student who opts out of the data sharing agreement are removed without delay.

5. Restrictions on the use of information

5.1 The information provided by the University to ULSU shall not be passed to any third party, without the express consent of the individual(s) concerned, except under the following conditions:

- 5.1.1 Where ULSU has obtained the specific permission from the Registrar on behalf of the University.
- 5.1.2 Where the information is shared with SoftLayer Technologies, Inc. who provide the software and host the ULSU database. ULSU shall ensure that SoftLayer Technologies, Inc. is contractually prohibited from using the data for any other purpose and has security policies and procedures that ensure compliance with

Principle 7 of the Data Protection Act 1998.

5.1.3 Where the information is shared with Fasthosts Internet Limited who provide the software and host the ULSU database. ULSU shall ensure that Fasthosts Internet Limited is contractually prohibited from using the data for any other purpose and has security policies and procedures that ensure compliance with Principle 7 of the Data Protection Act 1998.

5.1.4 Where information is shared with CardSave Community (Subsidiary of WorldPay UK Ltd.) for payments for clubs, societies and event tickets. ULSU shall ensure that CardSave Community (Subsidiary of WorldPay UK Ltd.) is contractually prohibited from using the data for any other purpose and has security policies and procedures that ensure compliance with Principle 7 of the Data Protection Act 1998.

5.2 The information provided by the University to ULSU shall not, without the express consent of the individual concerned, be used for the purpose of marketing services provided by organisations or individuals other than the ULSU.

5.3 Information sent to students shall relate directly to the operational activities of ULSU or to products and services provided by the Union which are of genuine benefit to students.

5.4 Students shall be given the option in each mailing to opt out of future mailings.

5.5 ULSU shall maintain a mechanism for students to opt out of having their personal information being processed by ULSU at any time.

6 Retention of personal data

6.1 Personal data which is shared will only be retained for as long as is necessary for the purposes specified in 3.1 of this Agreement. Data which is no longer required will be disposed of securely. Data which does not identify individual students can be retained for as long as may be required.

7 Individuals' rights and subject access requests

7.1 The Data Protection Act 1998 provides specific rights to individuals, including the right of subject access to personal data held about them.

7.2 Subject Access Requests should be made in writing and submitted to compliance@lincoln.ac.uk (for the University) or compliance@lincolnsu.com (for the ULSU).

7.3 Where a Subject Access Request involves information 'owned' by both organisations whoever receives the Subject Access Request will discuss the request with the other organisation before releasing any data.

8 Complaints and data security breaches

8.1 The ULSU should notify the University within one working day of receiving a complaint or query regarding the processing of shared personal data or becoming aware of a data security breach.

9 Freedom of information and public access requests

9.1 The Freedom of Information Act 2000 provides a right of public access to information held by the University. Any requests sent to ULSU by members of the public regarding shared data should be referred to the University within two working days.

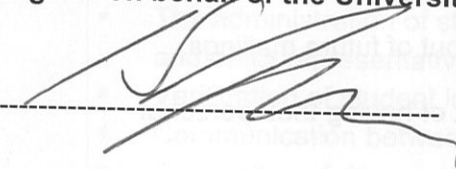
10 Review and publication

10.1 This Agreement will be reviewed as part of the Memorandum of Understanding every five years

10.2 This Agreement will be published on the University and ULSU websites.

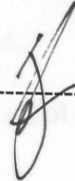
Signed on behalf of the University of Lincoln

**C Spendlove
Registrar**



Mr Chris Spendlove, University Registrar

Signed on behalf of the University of Lincoln Students' Union



Mr James Brooks, Chief Executive Officer

Date: February 2016