



**Data Sharing Agreement between
Canterbury Christ Church University
and
Christ Church Students' Union**

2016/17



1. Overview

- a. The following agreement governs the provision of students' personal information by Canterbury Christ Church University ('the University') to Christ Church Students' Union ('CCSU' or 'the Union') and explains the purposes for which that information may be used.

2. How students' personal information will be used by CCSU

- a. CCSU will use the personal information for the following purposes only:
 - i. Administration of elections;
 - ii. Administration of CCSU clubs and societies;
 - iii. Administration of student representation on University committees, panels, boards and other representative bodies;
 - iv. Generation of demographic reports;
 - v. Verification of student's identity;
 - vi. Ticket sales;
 - vii. To allow email communication between CCSU and student members;
 - viii. To allow email communication between club and society members.

3. Information to be shared

- a. The University will provide CCSU with the following information for enrolled students:
 - i. student ID number;
 - ii. first names;
 - iii. last name;
 - iv. mode of attendance;
 - v. programme name;
 - vi. year of study;
 - vii. date of birth;
 - viii. level of study;
 - ix. faculty;
 - x. department;
 - xi. campus;
 - xii. University email address;
 - xiii. gender;
 - xiv. student status (UK, EU or international).
- b. The University will provide CCSU with the following information for applicants who are 'Conditional Firm' and 'Unconditional Firm' (UF):
 - i. first names;
 - ii. last name;
 - iii. the student's University email address.
- c. No sensitive personal data will be transferred between CCSU and the University, sensitive personal data includes:
 - i. Disability status;
 - ii. racial or ethnic origin;
 - iii. religious beliefs or other beliefs of a similar nature;



- iv. physical or mental health or condition;
- v. sexual life;
- vi. commission or alleged commission of any offence; and
- vii. Pending or ongoing court proceedings.

- d. The University will provide data and will exclude the following students:
 - i. research students at write-up stage;
 - ii. students studying outside the UK;
 - iii. non-UK based distance learning students;
 - iv. students studying abroad for a year;
 - v. 'opt outs' by virtue of section 7 below.

4. Information provision

- a. This agreement is in force from 1st August 2016 until 31st July 2017.
- b. Student information will be provided securely by the University Planning Office.
- c. The Planning Office will transfer up-to-date information at the time of transfer and ensure the details of any students who opt out of the data sharing agreement are not included.
- d. The University Planning Office will aspire to implement a shibboleth live data connect between QL and MSL.

5. Conditions for the processing student personal information

- a. With regard to the use of students' personal information, CCSU is to ensure:
 - i. compliance with the University's Data Protection Policy and Guidelines where appropriate;
 - ii. compliance with the eight data protection principles in the Data Protection Act 1998 generally;
 - iii. members of CCSU staff and full-time elected officers handling student personal information have undertaken the Britsafe data protection e-learning course available via the Canterbury.ac.uk website before being permitted access to data;
 - iv. any data processor CCSU uses has security policies and procedures that ensure compliance with Principle 7 of the Data Protection Act 1998.

6. Restrictions on the use of information

- a. The information provided by the University to CCSU shall not be passed to any third party (data processors excluded) without the express consent of the individual(s) concerned, except where CCSU has obtained the written permission from the Academic Registrar.
- b. The information provided by the University to CCSU shall not, without the express consent of the individual concerned, be used for the purpose of marketing or promotional services provided by organisations or individuals other than CCSU.
- c. Students are given an option by CCSU in each mailing to opt out of future mailings.
- d. Information sent to students relates directly to the operational activities of CCSU or to products and services provided by CCSU which are of genuine benefit to students.



- e. All student emails will be sent out sparingly, the frequency of which will not exceed once a fortnight or 30 mailings per academic year. The exception to this will be during the main Union elections (October and March) when two emails per week will be permitted.

7. Student opt out rights

- a. The following opt out procedures shall be in place:
 - i. If a student notifies the Registry that they object to their information being shared with CCSU then their personal information will no longer be included in the transfer of information.
 - ii. Where a student opts out CCSU (or any data processors working on behalf of CCSU) shall ensure that their personal information destroyed and no longer processed immediately on being informed by the Registry the opt out has been applied.
 - iii. CCSU shall maintain a mechanism for students to opt out of receiving marketing information but remain on the Membership Solutions Database for the purposes detailed in 2a.

8. Retention of information

- a. CCSU will ensure that it adheres to the University's records retention policies for student personal information.

9. Review and publication

- a. This agreement is to be reviewed annually by the Students' Union and University Partnership Forum in July of each year.

Signed on behalf of Christ Church Students' Union

David Hannaway
Union President 2016/17

Signed on behalf of Canterbury Christ Church University

Professor Helen James
Pro-Vice Chancellor (Education & Student Experience)

Date: 22nd August 2016