

Trustee Data Privacy Statement

Last revised: 22 May 2018

INTRODUCTION

This statement explains how YUSU handles and uses personal data we collect about trustees. Where in this statement we refer to “YUSU” or ‘we’ or ‘our’ or ‘us’ we are referring to the University of York Students’ Union where we refer to ‘you’ or ‘your’ we are referring to our trustees. We are registered with the Information Commissioner's Office (ICO) with registration number ZA270378.

We are committed to protecting your personal information and to being transparent about what information we hold. YUSU understands its obligations to you to help you understand how and why we process your personal data. This notice tells you about these uses and should be read in conjunction with the YUSU data protection policy.

Our data protection policy and procedures are governed by the Data Protection Act 1998 and, from 25th May 2018, the EU General Data Protection Regulation. The law in this area is changing rapidly and we anticipate this statement may be revised in line with guidance from the Information Commissioner’s office.

Why we hold your personal data

Holding your personal data enables us to fulfil our governance responsibilities as a charity. We will also process your personal information in other circumstances, provided you have given your consent for us to do so.

Lawful basis for processing personal data

The lawful basis for processing the personal data of trustees as described in this document is to fulfil legal requirements of charity and company law.

Personal data held by YUSU

The information we hold about you is primarily information you provided when applying for your role as trustee, supplemented by information generated in the course of your carrying out your role. In common with all data subjects:

- Your name
- Your contact details
- Unique personal identifiers and biographical information (e.g. date of birth)
- Photographs of you;
- Your attendance at YUSU events;
- Personal data provided by you for a specific purpose or purposes (for example, disability, catering preferences or lifestyle status for event management);

- Information related to the prevention and detection of crime and the safety of staff and students including;
- Financial information for expense payments;
- Details of other trustee and company involvement;
- Meetings attended;
- Contributions made at meetings, as recorded in minutes.

Sensitive personal data held by YUSU

The information we hold is that which you provide to us (for example, you may give us information by filling in forms, or by corresponding with us by post, telephone or e-mail).

How your personal data is used by YUSU

Your data is used by us for a number of purposes including:

- Publications, invitations and other communications.
- E-news and e-mails.
- Internal reporting and record keeping.
- Administrative purposes (e.g. board and committee invitations/bookings, refund of expenses etc.).
- Responding to data access requests you make.
- Inclusion on the website.
- Marketing, including images, online, in print and on social media (with your consent).
- Minutes of meetings.
- Annual accounts.
- Reporting to Companies House.
- Reporting to the Charity Commission.

Communications to you may be sent by post, telephone or a personal e-mail address. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below. We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

Sharing your data with others

Within YUSU, personal data, including sensitive personal data, may be shared between members of staff, including trustees, who legitimately need the information to carry out their normal duties to support your time with us. We endeavour to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

YUSU may disclose certain personal data to third parties. These external organisations, and the purpose for sharing the information, are set out below. Relevant data will be shared with Companies House and the Charity Commission. Relevant information may be shared with

auditors, lawyers and others providing professional advice to YUSU as well as to our bankers.

Data may be shared with reputable “data processors” for the purposes of sending communications (e.g. mail chimp, google documents).

With your permission we may share information about you for publicity and marketing purposes online, in print and on social media.

Otherwise, YUSU does not share data with any third party, except as allowed for in other privacy notices or required by law. We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

Transfer of personal data to other countries

Where data is shared within the UK, or the European Union (EU), the third party will be required to comply with and safeguard the data under the terms of the DPA and appropriate EU regulations. Your personal information will only be transferred to countries, outside of the EU, whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards, such as the EU-US Privacy Shield, are in place.

How long data is kept

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with our Data Protection Policy. Data will be securely destroyed when no longer required. Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, dates of trusteeship at YUSU and date of birth) to ensure we do not contact you inadvertently in future, and to maintain your record for archive purposes. We may also need to retain some financial records about you for statutory purposes (e.g. accounting matters).

Your rights

You have the following rights:

To be informed	This Privacy Notice provides the information you are entitled to received
Access	Please contact us if you would like confirmation that your data is being processed and access to your personal data. There is no charge for us providing you with this data and it will usually be provided within a month of the request (unless the request is unfounded or excessive).
Rectification	Please inform us of any data which you would like rectified and we will usually respond within a month of the request. We will pass on the changes to any third parties who need to change their records and let you know this has been done.
Erasure	You may exercise your right to have your personal data erased in a number of circumstances (e.g. if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent). Where possible we will comply with all such requests, though some details are part of the YUSU's permanent records (e.g. legal

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	records, photographs) which cannot reasonably be deleted.
Restrict processing	You can tell us that we can keep your data but must stop processing it, including preventing future mailings and communications. If possible we will inform any third parties to whom your data has been disclosed of your requirement
Data portability	Your data is across manual and digital records. We will do our best to provide information in a portable format but it is unlikely that we can create systems to do so.
To object	If we can, we will stop processing your data if you object to processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling); direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics.
Not to be subject to automated decision-making including profiling	We do not use any automated decision-making.

We reserve the right to judge what information we must continue to hold to be able to fulfil our obligations with you. You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns>.

Further information

The controller for your personal data and our Data Protection Officer is the Director of Finance & Resources of YUSU who can be contacted at YUSU, The Student Centre, James College, Newton Way, Heslington, York, North Yorkshire, YO10 5DD.

Our Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data. Please contact us at cate.tracey@yusu.org if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes or to erase your data. Where you have specific requests relating to how we manage your data, we will endeavor to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.