

APPENDIX 2 – Members/students

1. How and when do we collect information about you?

We have a data sharing agreement with Liverpool John Moores University, which allows us to automatically collect information about students when they register with the university and opt-in to becoming a member of JMSU. We may collect additional information from you when you join committees or student groups, volunteer, use our advice service, or register interest in JMSU elections. If you are a member of a different university, you can sign up to become an associate member of JMSU, and you will provide us with your information.

1. What type of information is collected about you?

- b. Personal details such as name, residence, phone number, student/personal email address, and gender.
- c. Name and contact details of your next of kin.
- d. Your photograph
- e. Footage of JMSU events and activities where you may appear.
- f. Course details

We may also process special category data, which might include health information, sexual orientation, race, ethnic origin, and religion.

1. How is your information used?

We use this data for the purposes of providing our services to students. We may use your personal information to:

- Provide membership and support services to students at Liverpool John Moores University.
- Provide an interactive and personalised website.
- Provide membership facilities for communities, societies, and sports clubs.
- Provide booking facilities for events.
- Provide support services to students with academic advice.
- Provide membership support to Academic Reps and Student Leaders.
- Provide voting facilities to members for elections run by JMSU.
- Provide a security mechanism whereby we can restrict content to certain groups of users.
- Provide a volunteering service to log hours, skills, and sign up for opportunities with volunteer organisations.
- Enable the purchase and delivery of goods through our online shop.
- Analyse and improve the services we offer.
- Allow us to send you marketing communications about content, products, events, and promotions by us and third parties that you might be interested in, should you opt-in.
- Collate anonymised or pseudonymised statistical information for JMSU.
- Ensure that our activities are as representative and inclusive as possible.
- Improve how we deliver our services.

1. Lawful basis for processing

We mainly rely on our legitimate interests as our lawful basis for processing the majority of your personal data for the main activities we provide. You opt-in to being a member of JMSU and agree to your data being shared from LJMU. When we process special category data, the lawful basis is explicit consent, as providing this information is optional.

If we handle special category data as part of processing safeguarding information about you, we rely on further conditions from the Data Protection Act 2018 to support this processing.

How long do we keep your data?

We retain the personal data of students for a period of in line with our retention periods. If you would like to know more about this, please contact us at the email address above.

Data is destroyed or deleted in a secure manner as soon as the retention date has passed.

1. Confidentiality - who do we share your data with?

- We use Native, an events management platform, to manage our events. To attend our events, you must create a Native profile and will therefore share your personal data with them. See their privacy notice if you'd like to know how they will handle your data.
- We use AdvicePro, a case management system, to store names and email addresses of students accessing our Advice services. Get in touch if you'd like to know more.
- To comply with our duty of care and safeguarding, we may need to pass information that raises safeguarding concerns to LJMU and the authorities. In such circumstances, we apply vital interest and legitimate interest as our lawful bases, and if special category data must be shared, this is supported by safeguarding conditions written into the Data Protection Act 2018. Data subjects' rights and other UK GDPR provisions may be restricted when personal data is processed in these circumstances. Exceptions and exemptions are applied on a case-by-case basis.