

Privacy Policy & Data Handling Statement

This statement explains how King's College Student Union ("we" and "our") handles and uses data it collects about students for processes relating to the operation and activities of the union.

When changes are made to this statement, we will publish the updated version to our website.

The controller for your personal information is the King's College Student Union. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the President. KCSU will take all reasonable steps to ensure that your data is protected in accordance with the law.

The normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the society to run effectively and efficiently. Where we process your personal information outside of the purposes listed in this statement, we will seek your explicit consent to do so in advance. You may ask us for further information on these matters at any time if you have specific concerns.

How your data is used by the society

We collect and process personal information, as specified below, for a number of purposes, including:

- A. maintaining your personal details (i.e. your name, photograph, relevant College identifiers and preferred contact details), including ensuring effective communications with you;
- B. maintaining a formal record of your activities within the society;
- C. promoting third party services we believe will be of interest to you
- D. maintaining data to enable the society to undertake research into its own activities and/or to manage complaints made to us.
- E. Using your personal details to allow us to run events within the society

If you have concerns or queries about any of these purposes, please contact us.

How we share your personal data

Personal data is not normally shared outside of the Union and its members. We share some of your personal information with the College, only where there is a specific need to, including records of society participation at the request of a data subject for inclusion in tutorial files and/or references. to fulfil the College's statutory duties, and any necessary investigations, including (but not limited to: health and safety matters; College disciplinary matters; security matters). Your data will normally be deleted one year after your graduation, except that which is routinely submitted to the College Archives (eg. records of previous KCSU officers).

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the College or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances.

All King's college societies are required to provide a GDPR policy statement. This statement should address the forms of data they may retain and how it is processed. Societies must also sign a Data sharing agreement with KCSU which sets out the framework for sharing personal information between the two Data Controllers, as identified as KCSU and the relevant society to agree to comply with the relevant data protection legislation in respect of all personal data and processing covered by this agreement.

Your rights

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information electronically to a third party (data portability).

Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

If you have questions or concerns about your personal information, or how it is used, please speak to a KCSU officer.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

Last Updated: 21th January 2025
Philip Couldery, KCSU Computer Officer