

**Data Protection Policy**

The University of London Institute in Paris Student Union (ULIP SU) is independent from the University of London. ULIP SU is the controller for the personal information we process, unless otherwise stated. We are subject to the General Data Protection Regulation (GDPR) and this policy sets out how we aim to comply, in order to protect the privacy of our members and alumni. We may, if required, ask for assistance from the University on legal data protection issues.

**1. Sharing with the University of London Institute in Paris – when you join ULIP**

The University will provide ULIPSU with names and email addresses of all new starters, who automatically become members. In line with our constitution, individuals can opt-out of their membership.

**2. Sharing with the University of London Institute in Paris – when you join ULIP**

In a serious welfare issue, where we think you might be at risk we will let the University know in order that you get the support you need.

**3. Record of Processing**

We collect the following information:

Categories of data subject and data processed	Purpose of the processing	Article 6 legal basis	Article 9 legal basis where relevant <i>Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership or data concerning health or sex life and sexual orientation.</i>
Mailing list	For ULIPSU to keep its members informed of events, offers and governance processes. Source of this initial list is the University of London Institute in Paris, who provide names and email addresses of new students to ULIPSU on enrolment	Legitimate interests (of ensuring all students are given access to ULIPSU benefits and support)	N/A
Society activities	For the Societies to keep their members informed of activities.	Consent OR in emergency situations (e.g. a serious sporting	Explicit consent OR in emergency situations (e.g. a serious

		injury, the vital interests of the individual)	sporting injury, the vital interests of the individual)
Health and welfare advice	Where ULIPSU provides advice and links for further support to students with health or welfare issues	Consent OR in emergency situations, vital interests of the individual	Explicit consent OR in emergency situations, vital interests of the individual
Social media account information	Members will, using their own accounts on the social media platforms, join the ULIPSU groups to access information and interact with others.	Consent	Explicit consent OR Manifestly made public by the data subject.
Records of democratic elections	For the University to maintain effective governance records in line with its constitution, including records and statements of elected officers	Legitimate interests (of ensuring robust democratic procedures in line with ULIPSU constitution)	Manifestly made public by the data subject (e.g. political views)

#### 4. How long will the data be kept for?

The data will be kept in line with the following guidelines:

Categories of data subject and data processed	How long will we keep it for	Why	Exceptions
Mailing list	Deleted when member leaves ULIP, unless they wish to remain as an Alumnus	Increase in risk if data held indefinitely	
Society activities	Deleted when member leaves ULIP, unless they wish to remain as an Alumnus	Increase in risk if data held indefinitely	Some data may be retained for archival purposes (e.g. newsletters, records of events rather than email addresses or other contact details)

Health and welfare advice	Deleted when member leaves ULIP	High risk if data held indefinitely	If required in a legal case
Social media account information	Access to group managed according to terms of group administrator	Increase in risk if data held indefinitely	If someone would like a photo or post removed and it is fair to do so
Records of democratic elections	Permanent	Archival and governance value	N/A

## 5. Security

All data will be kept secure and kept confidential. Members' email addresses or other sensitive should not be made public or stored on USB sticks or other removable media without password protection. Passwords should be of sufficient complexity to guard against hacks (e.g. never 'welcome' or 'Paris').

## 6. Data Breaches

If we lose data or suffer a cyber-attack we will let those affected know to allow you to make the right steps (e.g. change passwords).

## 7. Rights of individuals

Members have a number of rights in regards to your data. Members can view the University's general rights guide at <https://london.ac.uk/about-us/how-university-run/policies/data-protection> for more information. ULIPSU will be responsive to enquiries about members' data and will, on request and no longer than one month, do the following:

- Provide copies of the data we hold about members
- Remove you from a mailing list
- Within reason, remove a photo or post from a ULIPSU account that includes your personal data or explain why we won't

## 8. Third parties

Where we use social media accounts, members will access via their own accounts with those companies. If we are using a third part app to store your data we will checks its privacy policy and security terms. If it is storing data outside the UK or EEA we will ensure it has relevant protections (e.g. 'Privacy Shield' accreditation for US companies).

## 9. Further information

For further information, please contact: [su.president@ulip.lon.ac.uk](mailto:su.president@ulip.lon.ac.uk)