

Privacy Notice - University of London Institute in Paris Student Union

This privacy notice contains general information for Union members on how we collect, store and use your data.

1. Controller's contact details

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. For general contact with ULIP SU please use: su.president@ulip.lon.ac.uk

2. Sharing data with the University

The University will provide a list of names and email addresses of all newly enrolled students. The University and ULIP SU believe there is a legitimate interest in making sure you are able to participate in the democratic processes of the ULIP SU and benefit from the services and support they can provide. If you would not like ULIP SU to hold your details you can ask us to remove your data from our list. This does not prevent you accessing our services or attending our events but you cannot participate in voting issues.

3. ULIP SU on Social Media

We have a number of accounts on social networks and our members interact with us using their own accounts on these platforms, such as Facebook, Twitter, Instagram and Snapchat.

4. Our mailing list

If you sign up to our mailing list, we will email you news and updates. You may click unsubscribe at any time. Where we use a third party mail client to provide this service, the third party will use the EU-US privacy shield accreditation if data is required to be transferred to the US.

5. Visiting our website

We use cookies on our website to personalize your experience, analyze site usage, and offer tailored promotions. The legal grounds for processing our web traffic and analysis information for is the legitimate interests of the maintenance and improvement of our website. You can adjust your preferences at <https://www.allaboutcookies.org/>

6. If you stand for election or attend meetings

When you stand for election, ULIP SU will record and present information about candidates to other members as part of the election process. Governance meetings will record attendance and contribution.

7. Where we collect health and welfare information

Where the ULIP SU may collect data relating to your mental or physical health we will keep it securely in a locked drawer as we direct you to the relevant support services. We will not

retain 'case files' on students. If we feel there is a serious welfare issue that affects your vital interests (e.g. you are at the risk of serious harm unless we tell someone) we will inform the University or a medical professional.

8. Where we collect equality and diversity information

Where the ULIP SU may collect data relating to your sexuality or ethnicity we will keep it securely for managing societies or events. Where we capture this data in reports or surveys we will present the data in a way that does not identify any students or result in any decisions directly identifying individuals.

9. Accepting payments

The SU will keep a record of payments made. Card payments will be made using a secure terminal.

10.Clubs and societies

Your ULIPSU club or society will collect information about you related to your membership. If you suffer a sporting injury and need medical attention, we will share your data with the ambulance crew and other medical professionals as appropriate to treat your injury.

11.Your rights

You have a number of rights in regards to your data. You 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 your data and will, on request, do the following:

- Provide copies of the data we hold about you
- Remove you from a mailing list
- Within reason, remove a photo or post from a ULIPSU account that includes your personal data

12.Further information

For further information please contact: su.president@ulip.lon.ac.uk