

Supplier, Contractor & Client Data

Privacy Notice: How we use your personal information at CUSU

This page provides information about the use of your personal information by CUSU.

Cambridge University Students' Union ("we", "our" or "us") promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

Facilitating our legal requirements, organisation policy and services to our suppliers, contractors and clients through using your personal data allows us make better decisions, communicate more efficiently and, ultimately, ensure you receive the services required.

1. What is 'personal information'?

'Personal information' means any information which relates to or identifies you as an individual.

2. How we collect and process your personal information

When you interact with the Students' Union you provide us with certain personal data. CUSU engages with you in a number of ways in the course of its legitimate activities as a students' union. In the course of your interaction with CUSU your data may be retained, and where this occurs, CUSU will be able to demonstrate a legal basis for doing so and will, wherever required, inform you of its collection. This page aims to notify you of how your data is processed.

CUSU will keep a record of the information you submit in the course of participation in any of its activities and/or with its personnel: such as any given product, programme or offer, consultative exercise, involvement in any schemes or outreach programs, correspondence, or use of CUSU services and facilities. CUSU will keep a record of the details you provide in these instances.

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats. We will use standard programs, such as customer relationship management platforms and accounting software, to assist in the processing of your information. Our use of your personal information will not be excessive or unwarranted.

3. Who will process my personal information?

Access to your personal information is limited to CUSU employees who have a legitimate interest in this data collected for the purpose of carrying out their contractual duties relating to the legitimate charity activities of the students' union, its services, products and programmes and other needs. We do not give out any of your details to third-parties for the purpose of marketing or solicitation.

The information published here applies to the use, sharing and disclosure of your personal information by Cambridge University Students' Union ('CUSU'). CUSU is a separate legal entity from both the University of Cambridge, and each of the 31 Cambridge Colleges for these purposes.

Some of our suppliers run their operations outside the European Economic Area (EEA). Although they may not be subject to same data protection laws as companies based in the UK, we will take steps to make sure they provide an adequate level of protection in

accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors. We will only ever share your data in other circumstances if we have your explicit and informed consent.

4. What personal information will be processed?

This personal information may include data such as your name, business name, business address, email, telephone, job title or role, and bank or payment details where required.

We will mainly use your data to administer our contracted duties with you. We will also use anonymised data about your business to monitor and evaluate our business activities. We may also send you infrequent communications to ascertain whether you wish to continue corresponding with us or wish to engage in products or services.

We consider the processing of your personal information for these purposes to be either necessary for the performance of our contractual obligations with you, or necessary for compliance with a legal obligation (e.g. maintenance of financial records), or necessary for the pursuit of the legitimate interests of CUSU (e.g. to fundraise for the charity's work).

We will not use your personal information to carry out any wholly automated decision-making that affects you¹.

7. How long is my information kept?

Any information that you submit to CUSU, or that was otherwise collected, is kept for a period of seven years, or longer dependent upon the use of your data as outlined at the point of collection. Anonymised forms of your data may be kept beyond this.

We will ensure that:

- data is kept safe and secure;
- data is handled legally, responsibly, and ethically;
- we are open and transparent about what data we are using and why; and
- all legal requirements are met regarding data privacy.

8. How can I access my personal information?

You have the right to access the personal information that is held about you by CUSU through a 'Subject Access' request. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, object to processing or to receive an electronic copy of the personal information you provided to us. For details on how to do this, please contact info@cusu.cam.ac.uk.

10. Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact info@cusu.cam.ac.uk.

¹ Automated decision making is the ability to make decisions without human involvement. In practice, profiling can often be a precursor to automated decision making. 'Profiling' is a form of 'automated processing' of personal data used to analyse or predict matters relating to an individual.

11. How do I complain?

If you are not happy 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/>).

12. Are changes made to this webpage?

This webpage was last updated in [May 2018]. It is reviewed when necessary. Any changes will be published here and you will be notified via this webpage and/or by email.