

Data Sharing Agreement

Cardiff University and Cardiff University Students' Union

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1.0	January 2006	Governance and Compliance	
2.0	August 2016	Information Rights Manager – Strategic Planning and Governance	Reformatted to new template, specific data fields included at 4. Section 5, 6, 7 and 8 added. Further minor amends.

**Data Sharing Agreement between
Cardiff University and Cardiff University Students' Union**

1. Cardiff University undertakes to:

- 1.1 inform applicants and pending enrolment students of the existence of the Cardiff University Students Union, the implications (from a personal data perspective) of joining the Students' Union and the individual's right not to be a member of the Students' Union;
- 1.2 record that an individual has exercised his/her right not to be a member of the Students' Union;
- 1.3 permit access to data held on the Student Information Management System (SIMS) to authorised Students' Union staff as necessary in order to fulfil the purposes of the Students' Union, as specified in Ordinance 13;
- 1.4 provide training for Students' Union staff on the Data Protection Act 1998 and the operation of SIMS and to provide advice on records management and data security;
- 1.5 advise the Student's Union in relation to conducting a regular audit of adherence to the terms of this agreement.

2. Cardiff University Students' Union undertakes to:

- 2.1 use the personal data only for the purposes specified in Ordinance 13, and to observe the Code of Conduct for Communication of Marketing or Promotional Material as per Section 3 below;
- 2.2 ensure that its staff are regularly trained in the use of SIMS, data protection and records management;
- 2.3 keep any personal data securely and in accordance with the Data Protection Act 1998;
- 2.4 maintain separate databases for the purposes of unsolicited direct marketing, as covered the Code of Conduct for Communication of Marketing or Promotional Material described in Section 3, and to keep adequate records of students opting out of such communications from the Students Union;
- 2.5 conduct regular audits of adherence to this agreement and/or co-operate with any such audit of adherence to this agreement conducted by the University or its agents;
- 2.6 refer any formal complaints it receives about matters covered by this agreement to the Academic Registrar, and inform the complainant of the referral.

3. Code of Conduct for Communication of Marketing or Promotional Material

- 3.1 Notices communicated by the Students' Union to its members for the purposes of:
 - public/University health and safety campaigns
 - emergency notices in respect of civil contingencies
 - supporting the democratic structures and activities of the Union

are not deemed to be marketing/promotional material and ongoing unsolicited communications to students for this purpose are acceptable without consent.

- 3.2 Unsolicited communications may be sent initially by the Students' Union to its members, to promote the Students' Union's operations and activities and/or commercial benefits secured by the Students' Union for its members, however, such communications should always be accompanied by the opportunity for members to opt out of future marketing, and where members exercise that right, this should be upheld. All such communications using the Cardiff University computing network shall comply with the Information Services IT Regulations¹.
- 3.3 No personal data will be disclosed to external agencies for marketing purposes without the explicit consent of the data subjects.

4. Information to Be Routinely Shared

- 4.1 The University will provide the Students' Union with the following information for enrolled students with the exception of those students described in 4.2:

First Name(s);
Surname
Student Number;
Fee Status
Department;
Mode of Attendance;
Date of Birth;
Home Address and Postcode;
Term Time Address and Postcode;
Contact Email Address
Mobile Telephone Number;
User Name;
Gender;
Enrolment Status;
Programme Description
Year of Study;
Credits Obtained;
Planned End Date;
Left Date;
Student Type Code;
Library Card Number
Welsh Communication.

No sensitive personal data will be routinely transferred between the University and the Students' Union.

- 4.2 The following students will be excluded from the routine sharing;
- partnership students studying wholly or mainly (that is for more than half their time) at a partner institution;
 - research students at write-up stage;
 - students studying outside the UK;
 - non-UK based distance learning students;

¹ <http://www.cardiff.ac.uk/public-information/policies-and-procedures/it-regulations>

- students who have exercised their right not to be a member of the Students Union.

5. Frequency and Mode of Sharing

- 5.1 Information will be provided to the designated point of contact in the Students' Union in the form of a daily extract from SIMS via a Business Objects report. This is sent via email within the University email system.

6. Designated Points of Contact

- 6.1 For routine sharing the following points of contact are designated for queries relating to the data and its transfer:

For the University:

Team Leader, Corporate Systems, UTSG
Tel: 029 20870213

For the Students' Union:

ICT Manager
Tel: 029 20781405

7. Other information to be shared

- 7.1 Personal data may also be shared between the parties where required and necessary in order to ensure that the policies and procedures of both the University and Students' Union are upheld and in order to investigate fully any alleged breach of those policies and procedures and take any necessary further action. In particular due regard will be given to the Student Disciplinary Procedure and the rules of behaviour outlined therein.
- 7.2 Where sensitive personal data² is involved, in particular the commission or alleged commission of a criminal offence, consideration will be given to whether the sharing is necessary in order for the University to promptly assess whether the student meets any fitness to practise standards required by the programme on which they are enrolled or to assess the risk posed by the individual to the wider student/staff body.

8. Complaints and Remedies

- 8.1 All formal complaints made by students in respect of matters covered by this agreement shall be notified to the Academic Registrar in the first instance.

End of Document

² <http://www.legislation.gov.uk/ukpga/1998/29/section/2>