

RGU:Union Member Data Retention Guide

The General Data Protection Regulation (GDPR) is a European Union wide law that was introduced on 25th May 2018 and which supersedes the Data Protection Act 1998 in the UK, giving more rights to you as an individual and more obligations to organisations holding your personal data. One of your rights is to be informed, which means we are required to give you more information about the way in which we use, share and store your personal data.

RGU:Union is required to provide this Member Privacy Notice to all members whose personal data it holds. The Member Privacy Notice must be provided to the member before the processing starts for the first time. It should be read in conjunction with the RGU:Union Privacy Statement: www.rguunion.co.uk/tac/#privacy.

We (Robert Gordon University Student Association, thereafter 'RGU:Union') are an independent student-led organisation which exists to represent, engage, support and develop all members. All enrolled students at Robert Gordon University are automatically members of RGU:Union.

This notice covers the following obligations as defined by the GDPR:

- How RGU:Union collects your data
- How RGU:Union records your data
- How RGU:Union uses your data
- How RGU:Union retrieves your data
- How RGU:Union stores your data, including period of retention
- How RGU:Union discloses your data, where relevant
- Our legal basis for processing your data
- Your rights and how you can access, amend and delete your personal data.

What information we collect about you

As a part of our service, RGU:Union will collect and store information about you (your personal data). To explain the data RGU:Union collects in an easily understandable format, we have presented it according to how we gather this data/how you interact with us. The tables below explain in what instances we will collect data, what data we will collect, why we collect it, how long it is stored for and whether it is shared with any other parties. **Please note, this list is not exhaustive and if you have any questions about instances in which your personal data may be stored which are not listed here, please contact our GDPR controller.**

When you use our digital services

	Retention Period	Sharing (Is the data shared with or accessed by other parties?)	Legal basis
MSL User (individuals who register on our website, which is a content-management system provided by Membership Solutions Ltd)	Defined by user	MSL	Consent

When you provide personal data

	Category of data, i.e. whether the data is sensitive (please note, this is only applicable if the personal data is not obtained from the individual it relates to)	Retention Period	Sharing (Is the data shared with or accessed by other parties?)	Legal basis
Society Membership	N/A	6 years	No	Consent
Student Group Membership	N/A	6 years	No	Consent
Volunteer Registration	N/A	6 years	Robert Gordon University (eg HEAR) Affiliated organisations	Consent
Student Election Candidate	N/A	Unlimited	No	Consent Legal obligation
Freshers Team/Welfare Squad applications	N/A	6 months	No	Consent
Student trustee applications	N/A	1 year	Members of the Trustee Board, including External Trustees	Consent
Advice Service User	N/A	4 years	No	Consent
Nightline Service User	N/A	4 years	No	Consent

Participants in Democratic Processes	N/A	Unlimited	Shared with student body and posted on RGU:Union website	Consent Legal obligation
Class Representatives	N/A	4 years	Robert Gordon University Student body	Consent
Competition Entrant	N/A	1 year	No	Consent
Nominator for student/staff awards	N/A	1 year	No	Consent
Disciplinary documentation	Not sensitive	4 years	No	Legitimate interest - society members and officers may be subject to disciplinary proceedings if they breach codes of conduct
Ticket sales	N/A	6 months	The students organising the event The venue hosting the event	Consent
Sale of products: - Freshers wristband	N/A	6 months	Supplier (in the case of when a name is part of the customisation)	Consent

purchases - Customised Shop products				
VegBag sales	N/A	1 year	Go Green Society	Consent
Conference delegates	N/A	1 year	Conference host (e.g. NUS)	Consent
Travel to events/Accommodation	N/A	1 year	Travel/accommodation provider	Consent
NUS card sales	N/A	Information is only stored until the end of day of purchase and then is transferred to NUS	NUS	Consent
Exhibitors at fairs	N/A	Unlimited	Student body RGU staff	Consent
Complaints	N/A	5 years	No	Consent
Give us feedback (unprompted)	N/A	2 years	No	Consent
Give us feedback (when we ask you)	N/A	2 years	No	Consent
When you use other platforms to interact with us	N/A	When you use a social media platform, details about how your personal information is held, is described within the relevant social media policy, such as Facebook or Twitter	N/A	N/A
Incident Reporting/Health and Safety	N/A	3 years from the date the report was made	Robert Gordon University	Consent

Sports Club data

	Category of data, i.e. whether the data is sensitive (please note, this is only applicable if the personal data	Retention Period	Sharing (Is the data shared with or accessed by	Legal basis
--	---	------------------	---	-------------

	is not obtained from the individual it relates to)		other parties?)	
Sports Club Membership	N/A	1 academic year	Elected students (for governance purposes) RGU Sport Scottish Student Sport (statistics shared, not personal data)	Consent
Sports Clubs Expense Claim Form	N/A	7 years (for audit purposes)	RGU Sport	Consent
Drivers Declaration Form	N/A	Once the student has left University (normally 4 years)	RGU Sport Robert Gordon University	Consent
Request for self-drive vehicle	N/A	After request is made and booking is complete and paid	RGU Sport Robert Gordon University Car hire company	Consent
Individual entries and team lines	N/A	From when entry is made to once the event has taken place	Elected students (governance purposes) RGU Sport Relevant sporting bodies	Consent

			<p>Scottish Student Sport</p> <p>British Universities and Colleges Sport</p>	
Nomination for awards	Not sensitive	May of each academic year (extension may be required due to an appeal)	<p>Sport and Physical Activity Team</p> <p>RGU Sport</p>	Legitimate interests – sports club members can be nominated for a Blues award for their sporting achievements by fellow students or members of the public
Events (tickets)	N/A	May of each academic year	<p>RGU Sport</p> <p>Elected Students</p>	Consent
Disciplinary documentation	Not sensitive	4 years	<p>RGU Sport</p> <p>Robert Gordon University</p> <p>Necessary students</p>	Legitimate interest – sports club members may be subject to disciplinary proceedings if they breach codes of conduct
Contact details (committee and coaches)	N/A	1 academic year	RGU Sport	Consent

			Elected students	
Coaches qualifications	N/A	Duration of the volunteer role (student or non-student)	RGU Sport Elected Students	Consent

When you contact us directly

	Retention Period	Sharing (Is the data shared with or accessed by other parties?)	Legal basis
When you email us	When you contact us via email, we will retain your email and our response to it for as long as the business issue remains	No	Consent
When you write to us	When you contact us via post, we will retain your letter/postal address/personal information and our response to it for as long as the business issue remains	No	Consent

Information that is shared with us

	Category of data (i.e. whether the data is sensitive)	Retention Period	Sharing (Is the data shared with or accessed by other parties?)	Legal basis	Legitimate interest
Student data from Robert Gordon University	No	For duration of student enrolment	No	Legitimate interest Legal obligation	Information is distributed to new students regarding RGU:Union, as they will become members upon enrolling at RGU. As a democratic, member-led organisation, it is necessary to inform students of our democratic processes and structures

Financial data

	Category of data (i.e. whether the data is sensitive)	Retention Period	Sharing (Is the data shared with or accessed by other)	Legal basis

			parties?)	
Sellers via Edgeworn bookshop	No	2 years	No	Consent
Financial records	Yes	7 years	Auditors	Legal basis