

## **Worcester Students' Union Elections Candidate Privacy Notice**

When you stand to be an Elections Candidate we will collect and process data that specifically allows you to run in the Election.

### **What data do we collect?**

Worcester Students' Union hold your personal data including your name, date of birth, university email, gender, course, student number and status (e.g. full/part time) and accommodation type on our membership data base provided to us by the University of Worcester, in line with our data sharing agreement. A copy of the Data Sharing Agreement and our Student Data Privacy Notice which outlines how we manage your data more generally as a student can be found at <https://www.worcsu.com/yourunion/gdpr/>.

When you run for election, we will ask you to provide your telephone number (this is optional). Additionally, if you are running for a full-time officer trustee position, we will ask you if you are eligible to become a trustee. We will not undertake background checks until you begin employment with the Students' Union if you are successfully elected.

If you wish to claim back elections campaign costs, we will collect bank account information to process the payment.

### **Why do we collect and how do we use your data?**

The data we collect enables us to process your candidature and ensure that you can run in the election.

Your personal details will be used by our Student Engagement Team to perform necessary administrative operations related to your candidacy in the Elections. This includes:

- Checking your eligibility to run in the elections.
- Ensuring you are in good academic standing and that running in the election will not hamper your academic progress.
- Contacting you regarding your candidacy and during the elections.
- If successful to contact you after you have won.
- Providing you with an online presence on the website and social media during the elections campaigning period (no personal details other than your name and image will be made available).
- Processing your claim for campaign expenses.

We will also use your data to pursue our legitimate interest in monitoring and reporting on participation in elections. All statistical data in these reports is anonymised.

### **Will you use my data for any other purposes?**

When you sign up as an Elections candidate we will only use the data you provide for that specific purpose to contact you regarding the Elections.

## Who will you share my data with?

When you express your interest, we will share the fact you have put yourself forward with the University as part of our process to ensure that you are eligible to run in the Elections e.g. you are in good academic standing.

We will also share your data with the Director of Access and Inclusion at the University who is the Deputy Returning Officer for our elections and may need to contact you regarding your candidacy.

In extreme cases e.g. an investigation into serious misconduct as part of the elections, we may need to share your details with the National Union of Students who act as our Returning Officer.

Worcester Students' Union Elections are run through a system provided by Membership Solutions Ltd (MSL), who process personal data for and on behalf of the Students' Union, for the purpose of delivering elections. Membership Solutions Ltd (MSL) acts as Data Processor on behalf of Worcester Students' Union.

## How long will we keep your data?

We will keep the data specific to your election for 3 academic years after you cease to be a student to enable us to comply with the Education Act 1994, so that we have data should a legal challenge to the election arise and for our legitimate interest to monitor changes in engagement in elections. Analysis of reporting will be maintained for archival value indefinitely. If you no longer wish for us to hold your data please complete a Data Erasure Request Form which can be found at <https://www.worcsu.com/yourunion/gdpr/>.

## Who should I contact if I have concerns or queries?

If at any time, you have questions or concerns in relation to Elections, you can email [SUElections@worc.ac.uk](mailto:SUElections@worc.ac.uk) and one of the Student Engagement Team will get back to you. For questions or concerns about data protection please email [SUdataprotection@worc.ac.uk](mailto:SUdataprotection@worc.ac.uk).

## Where can I find further Information?

More general information on how we use your data as a member of the Students' Union can be found in our Student Data Privacy Notice at <https://www.worcsu.com/yourunion/gdpr/>.

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*Reviewer: Director of Representation & Membership Services*