

MAYNOOTH STUDENTS' UNION.



GDPR, Data & Clubs & Societies

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WHAT IS GDPR?

The General Data Protection Regulation (GDPR) significantly changes data protection law in Europe, strengthening the rights of individuals and increasing the obligations on organisations.

WHAT DOES IT MEAN?

GDPR very significantly increases the obligations and responsibilities for organisations and businesses in how they collect, use and protect personal data. At the centre of the new law is the requirement for organisations and businesses to be fully transparent about how they are using and safeguarding personal data, and to be able to demonstrate accountability for their data processing activities.

HOW DOES IT AFFECT US?

Clubs & Societies will now need to be more accountable in how they collect, store and use data. There are principles of data collection that will ensure we uphold the rights of data subjects. It is important we take these principles seriously in order to improve data security for everyone. As part of this process MSU has put in place a Privacy Policy and outlined Procedures to ensure compliance. Committee members will have to play their part in this process.



WHAT IS A DATA SUBJECT?

A data subject is any person whose personal data is being collected, held or processed. In the case of Clubs & Societies all members are your Data Subjects.

WHAT IS A DATA CONTROLLER?

The natural or legal person, public authority or other business, group or body which establishes the purpose and method of data processing, alone or together with other actors. Clubs and Societies and the C&S Office as a whole are considered Data Controllers

WHAT IS A DATA PROCESSOR?

The natural or legal person, public authority or other business, group or body which processes data on behalf of the controller. In the case of Clubs & Societies this would be MSU Life, Google etc..

WHAT DATA DO WE COLLECT?

In order to register with MSU Life and become a member of a Club or Society a data subject must supply us with a certain amount of data. We routinely collect Personal Data including; Name, Address, Date of Birth, Student Number, Contact Details etc. On occasion we also collect Sensitive Personal Data (Medical History) and special care must be taken when handling this type of data.



RIGHTS OF DATA SUBJECTS:

TRANSPARENCY: The right to be informed. Data subjects have the right to know why their data is being collected and what external agents may be involved in its processing. The MSU Privacy Policy serves this purpose.

ACCESS: The right to access their data. Members have the facility to access their profile on MSU Life.

RECTIFICATION: The right to amend data. Members have the facility to access their profile on MSU Life and make any changes they require.

ERASURE: The right to be forgotten. Members have the facility to delete their profile on MSU Life. This will result in them revoking their membership.

RESTRICTION: The right to stop processing. If a subject questions the validity of their processing or in the case of a legal claim, data may be restricted as opposed to erased.

PORTABILITY: The right to transfer their data. This right does not apply in the case of MSU Life as there is no similar system.

OBJECTION: The right to object to processing. If a subject believes a Club or Society are misusing their data they have a right to object to the processing.



PRINCIPLES OF DATA COLLECTION:

LAWFUL: The data must be collected legally. Members give their consent for collection at the point of registration. Care needs to be taken when collecting data outside of MSU Life.

SPECIFIC: Use data for the purpose it was collected. Members signed up to receive information and communications relating to Clubs & Societies and the SU. Using data for any other purposes is unlawful.

LIMITED: As part of registration we collect only the amount of data required. Please refrain from collecting data outside of this unless absolutely necessary.

ACCURATE: The MSU Life system allows for members to log-in at any time ensuring data is kept up to date.

RETENTION: The data is only kept as long as necessary. When members sign-up it is for a period of one year only. Their data will be deleted after this point and Clubs and Societies should not use data beyond this point unless they have gained explicit consent to do so.

SECURE: Data must be collected & stored in appropriate manner. MSU Life has safeguards to keep all data in the system secure. Downloaded member lists should never be stored on laptops, memory cards etc.



HOW DO YOU ENSURE COMPLIANCE?

1. Be TRANSPARENT when collecting data. All data collected within MSU Life has legal mechanisms built in. Data collection outside MSU Life should be avoided except in extreme cases (such as the system being offline). Ensure a valid Privacy Notice is given when collecting data in this fashion.

Example Privacy Notice: We only collect and process data required to update you on our activities. Please read the full Privacy Notice on MSU Life for more information.

2. Only collect what is NECESSARY. Do not collect any data that is not vital for the running of your Club or Society.

3. Ensure the SECURITY of our members data. Do not leave your MSU Life profile logged in on a public computer. Member lists should NEVER be stored on personal devices.

4. Safeguard the PRIVACY of our members. Take steps to ensure you do not expose member data to others. Great care should be taken when exporting member email lists. ALWAYS use the BCC function when sending an email to members.

5. Make yourself familiar with the MSU Privacy Policy and with the procedures listed above. Together we can ensure we comply with the GDPR regulations. Overall: POLICY + PROCEDURES = COMPLIANCE.



AREAS TO WATCH:

- 1) Collecting data outside of MSULife: Users are provided with specific Privacy Statements when they sign-up online. You need to provide the same when signing up offline.**
- 2) Storing data outside of MSULife: Data is at risk when stored outside of the system. Any data collected on paper needs to be inputted electronically as soon as possible and the paper records deleted.**
- 3) Dealing with Medical Histories: If you need to collect medical forms please ensure they are handled appropriately and handed into the C&S Office without delay.**
- 4) Transferring Member Lists from MSULife: Ensure member lists are not stored on personal devices and deleted immediately after use.**
- 5) Sending E-Mails to members: This is a particularly sensitive area. Ensure that all communications are sent through your official @nuimsu.com address and that all lists are entered in to the BCC field. DO NOT PUBLICLY EXPOSE MAILING LISTS.**

I MESSED UP. WHAT SHOULD I DO?

**In the event of any data breaches the most important thing is a timely report. Please contact the C&S Office or Eddie as soon as possible, either in person or by email.
capitation@msu.ie / communications@msu.ie**

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