

Loughborough Students Union Christian Union Privacy Notice

Under the UK GDPR guidelines Loughborough Students Union Christian Union (LSUCU) provides the following information for handling of personal data LSUCU collects. LSUCU is part of the Loughborough Students Union Societies Section. Please direct any queries to:

LSUCU Secretary
Loughborough Christian Union
Loughborough Societies Office
Loughborough Students Union
Union Building
Ashby Road
LE11 3TT
secretary.lsucu@gmail.com

What data does LSUCU collect?

LSUCU collects the following data:

- Personal Identification Information (Name, email address, phone number)
- Feedback data (comments on how guests found events, suggested improvements)

How does LSUCU collect your data?

You directly provide LSUCU with all of the data collected. LSUCU collect data and process data when you:

- Voluntarily provide personal information and feedback on a 'feedback form'.
- Voluntarily contact LSUCU, via mobile, or other social media, directly or indirectly requesting a response.

How will LSUCU use your data?

LSUCU collects your data so that we can:

- Process feedback on our events in order to improve them.
- Contact you via directly (stated) or indirectly (implied by event, or provision of details e.g. provision of phone number implies text message contact) requested communication methods, to answer any questions or requests stated when you voluntarily contacted LSUCU.
- If explicitly confirmed by you, data can be transferred to a LSUCU member, at which point communication becomes personal and no longer under the LSUCU privacy policy.

LSUCU will not pass on your data to any third party organisations, unless required to by law.

How will LSUCU store your data?

LSUCU will store your data, on a spreadsheet on the LSUCU laptop, which is kept locked in the Loughborough University Chaplaincy when not in use. LSUCU may also temporarily store data on the LSUCU phone during events and when required to return messages.

LSUCU will keep your data for 4 weeks after receipt. Once this time period has expired, LSUCU will delete your data from its records. Phone numbers and conversations stored on the LSUCU phone will be deleted at the end of the event in which the conversation took place.

What are your data protection rights?

LSUCU would like you to be fully aware of all your data protection rights, which are as follows:

- **The right to access** – You have the right to request from LSUCU copies of all your personal data currently held. This will be free of charge.

- **The right to rectification** – You have the right to request that LSUCU correct any information you believe to be inaccurate. You also have the right to request LSUCU complete any information you believe to be incomplete.
- **The right to erasure** – You have the right to request that LSUCU erase your personal data, under any condition.
- **The right to restrict processing** – You have the right to request that LSUCU restrict the processing of your personal data.
- **The right to object to processing** – You have the right to object to LSUCU processing your data.
- **The right to data portability** – You have the right to request that LSUCU transfer your data to another organisation, or directly to you.

If you make a request, LSUCU have 4 weeks of Loughborough University semester time to respond to you. If you would like to exercise any of these rights, please contact secretary.lsucu@gmail.com .

Changes to LSUCU’s Privacy Notice

LSUCU will keep its Privacy Notice under yearly review and will update this document with any changes. Changes will be noted below. This policy was last updated on the 10/02/2022

Date	Version (Reviewed, Draft)	Changes	Author	Reviewer
10/02/2022	0,1	First Draft	Calum Thomas	Tom Sharpe

How to contact LSUCU

If you have any queries about LSUCU’s privacy notice, the data LSUCU holds, or you would like to exercise one of your rights please direct communication to:

LSUCU Secretary
 Loughborough Christian Union
 Loughborough Societies Office
 Loughborough Students Union
 Union Building
 Ashby Road
 LE11 3TT
secretary.lsucu@gmail.com

How to contact the appropriate authority

Should you wish to report an complaint or if you feel LSUCU has not addressed the concerns you have, you may contact LSU Societies section on: societiesadmin@lsu.co.uk

If you have a larger concern, please contact the Information Commissioners Office (ICO) on 03031231113.