University of Southampton French Society: Privacy Notice

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**What personal data does French Society collect?**

The data we collect includes members’ names and university email addresses. We collect this data directly from our members when they sign up at Bunfight.

**What is this personal data used for?**

We use members’ data for the administration of your membership; the communication of information, and the organisation of events. The email addresses you provide us with allow us to contact you to inform you of upcoming society events. We provide your data to the Student Union (SUSU) for their use as explained in the section below.

**Who is your data shared with?**

Your membership data is passed on to the Student Union (SUSU), of which you become a member when you join French Society.

Your personal data is not passed on by us to organisations other than the Student Union, whether or not connected to the university.

**How is your data stored?**

When members sign up at Bunfight, they do so either through a written medium (such as a sign up sheet provided by the society) or on a Microsoft Excel spreadsheet, on the computer of a society officer (most likely the Secretary). This information is mainly stored in this particular digital spread sheet, that no-one has access to other than the society’s Secretary. Following registration, your name and university email address is uploaded to the SUSU webpage to enrol you as a member.

**Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) we do nothave a [statutory requirement to have a Data Protection Officer](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/). The person who is responsible for ensuring French Society discharges its obligations under the GDPR is the society’s Secretary.

**Who has access to your data?**

The committee officers of French Society have access to members’ data in order for them to carry out their legitimate tasks for the organisation. This is to allow the committee to email members to update them with the society’s upcoming events.

**What is the legal basis for collecting this data?**

French Society collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

**How you can check what data we have about you?**

If you want to see the basic membership data we hold about you, you should contact the society’s Secretary. The name of the secretary is available on the French Society section of the Student Union (SUSU) web page.

You can contact us with a “[Subject Access Request](https://ico.org.uk/your-data-matters/your-right-of-access/)” if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

**Does French Society collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”.

French Society does not collect any data other than what is directly provided to us by its members upon registration, which is their name and university email address.

**How can you ask for data to be removed, limited or corrected?**

* All of French Society’s members maintain their membership with minimum information: their name and university email address, as we do need to have at least one method of contacting you.
* You do not need to provide us with any information outside of this.
* You may choose not to receive information emails from French Society(we do not send any out on behalf of other organisations).
* Any of these options can be implemented for your club membership by contacting French Society’s secretary.
* Any other changes may be implemented by contacting the secretary.

**How long we keep your data for, and why?**

We normally keep members’ data after the end of an academic year in case they later wish to re-join. However, we will delete any former member’s contact details entirely on request.

**What happens if a member dies?**

We normally keep members’ information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as **[when requested to remove data by a former member.](#Eleven)**

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