**Guidance for collecting expressions of interest**

When you collect email addresses of students who are interested in becoming members of a student group or participating in group events you are collecting personal data. This means you have a responsibility to collect and process that data in compliance with the law and in line with Durham SU’s data protection policies, which will help you to do this. These responsibilities include:

* **Using this form**

This form is designed to help you mitigate the risks of handling data, and protect student’s data protection rights. You need to use this form to collect expressions of interest if you are collecting the data in hard copy, without editing or changing the categories of data collected or the wording explaining how it is used. If you are collecting the data electronically, you must provide the same wording and collect the same data – that is only durham.ac.uk email address and date.

* **Do what you say you’re going to do**

You must ensure the data you collect is only used in the way indicated at the top of the name collection form. This means you need to ensure it isn’t shared with third parties that you don’t email students about things other than your group’s activities and you don’t retain their data beyond three months.

* **Provide an opt-opt**

To communicate with students who have expressed interest in joining your group, you are relying on the legal basis of consent. This means every communication you send needs to include clear, accurate and simple information on how they can withdraw their consent, and doing so must be as easy as giving consent. This opt-out information must include a brief explanation of how you use their data and a link to Durham SU’s privacy information ([www.durhamsu.com/privacy-policy](https://www.durhamsu.com/privacy-policy)) so they can find out more or make a complaint if they feel their data has been misused.

* **Have evidence**

You need to be able to demonstrate that consent was given and when. This means that you will need to keep a copy of the information on the enquiry sheet, allowing an exec team member to be able to provide it to Durham SU’s Data Protection Officer on short notice if a complaint was received. You can find more information about consent the ICO website - <https://ico.org.uk>.

* **Keep personal data secure**

You need to ensure personal data is kept secure, that you limit access to it and that you know who has access. If it is kept electronically passwords need to be secure and any mailing list systems or online platforms (ie. mailchimp or google docs) must be GDPR compliant

 (email them if you can’t find this in their T&Cs). Again, you will need to be able to demonstrate that this is the case on short notice if asked.

**Further Support Available**

If you have any questions about your student group’s compliance with GDPR legislation, please email dsu.engagement@durham.ac.uk in the first instance.

Please note that all student group secretaries have been given access to the University’s online Data Protection module on DUO. To obtain access to the group’s membership data you will need to complete this module and send a screenshot to the engagement email address.

More information about all the Unions data protection policies can be found via the following link: <https://www.durhamsu.com/privacy-policy> and this is a useful starting point for any GDPR information.

**Expressions of interest.**

Please fill in your Durham University email address and todays date below so that we can

contact you about how to become a member, general information about our group and our welcome and Give It A Go events.

We won’t share your data with any third parties other than our email list manager and will only use your data to contact you for the purposes above. We will hold your expression of interest data for three months, after which it will be destroyed. You can find out more about how Durham SU uses your data and how you can request changes to it at: <https://www.durhamsu.com/privacy-policy>.

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| **@durham.ac.uk email** | **Today’s Date** |
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