

## Terms and Conditions/Data Sharing

All data submitted in relation to your role as a Student / PGR / School / College / Senate Rep will be processed in accordance with data protection law and with the Guild of Students' Privacy notice which can be found at <https://www.guildofstudents.com/privacy-policy>

Taking up the role of Student / School / College / Senate Rep will result in the following data processing:

- Your personal data (specifically name, student ID number, email address, photo, student type, department, course, study site, year of study, mode of study, fee status, nationality, age and sex) will be shared between the Guild of Students and the University of Birmingham, in order to assist in the operation of the Student Representation System. In particular, this information is shared with University of Birmingham and Guild of Students staff who help to administer the Student Representation System to ensure you receive the relevant communications in relation to your Rep role. This also includes verification of your student / researcher status when assuming any of the roles listed in the Code of Practice on the Student Representation System (SRS), as well as confirming the accuracy of this information.
- Your student number may be used by the Guild and University for the purposes of anonymous monitoring / reporting the diversity of Student / PGR / School / College / Senate Reps cohorts.
- Your name, university email address and, where appropriate, photo will be shared with the registered students / researchers that you will represent. This will include displaying these details via the Guild of Students website, the 'Find my Rep' platform and CANVAS.
- Your name, student ID number, Rep role and academic years in role will be shared with Registry at the University of Birmingham so that your Rep role can be automatically added to your enhanced transcript.
- Your name, and any written manifesto/statement, will be included in any publicity or press releases regarding the recruitment and election of Student Representatives.
- The Guild of Students will send you communications regarding events, activities, training and other items relevant to your role as a Student / PGR / School / College / Senate Rep

If you have any concerns about how your data will be used, please see the Guild's Student Privacy Notice or raise these with the Data Protection Officer at [dataprotectionofficer@guild.bham.ac.uk](mailto:dataprotectionofficer@guild.bham.ac.uk)

If you have any questions or concerns regarding the Student Representative Terms and Conditions outlined on this page please get in touch with the Student Voice team at the Guild of Students prior to submitting a nomination or taking up any of the Student Representative role at [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk).