

Oxford Union Society Privacy Notice – Members

Introduction

This privacy notice applies to all members and applicants for membership of the Oxford Union Society (referred to in this document as ‘OUS’, ‘the Union’ or ‘the Society’ or other users of its facilities. The Union is committed to protecting the privacy and security of personal data. This notice explains what personal data the Union (“us” or “we”) hold about applicants for membership (temporary or permanent) and members, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.

For the parts of your personal data that you supply to us, this notice also explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data. There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed. The Society has also published separate notices, which are applicable to other groups (e.g. external speakers, staff, other visitors) and activities. Those notices may also apply to you, depending on your circumstances, and it is important that you read this privacy notice together with other applicable privacy notices:

- Oxford Union members, including trustees, and office-holders
- Oxford Union staff;
- Archives (which explains what data we hold in our archive);
- Security, maintenance and health and safety (including how we use CCTV);
- Website and cookies (including how we monitor use of our website);
- IT systems (including how we monitor internet usage).

What is your personal data and how does the law regulate our use of it?

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”. Data protection law requires the Oxford Union Society as data controller for your data: –

- to process your data in a lawful, fair and transparent way;
- to only collect your data for explicit and legitimate purposes; –
- to only collect data that is relevant, and limited to the purpose(s) we have told you about; – to ensure that your data is accurate and up to date; –
- to ensure that your data is only kept as long as necessary for the purpose(s) we have told you about; –
- to ensure that appropriate security measures are used to protect your data.

Oxford Union Society Contact Details

If you need to contact us about your data, please contact: the Oxford Union Data Protection Officer, The Oxford Union, Frewin Court, Oxford, OX1 3 JB (email: David.Whittingham@oxford-union.org.uk; telephone: 01865 241353).

What personal data we hold about you and how we use it

We may hold and use a range of data about you, depending on whether you are a temporary member, a currently active life member paying the Term Card subscription, or a life member who does not pay the Term Card subscription and only occasionally participates in Union activities. We might receive this data from you; we might create it ourselves; we might obtain it from information already in the public domain, e.g. the internet; or we might receive it (typically your contact details) from someone else, e.g. another member, who has reason to believe that you might be interested in hearing from us. You have the right to unsubscribe from email distribution lists and, unless you have any outstanding debts with the Union, to ask us to remove your contact details. We will not pass on your contact details to third parties for money or unless this is necessary to fulfil our legal obligations or our contractual obligations to you.

Categories of data that we collect, store and use include (but are not limited to): –

- The contact details that you provide to us or we have obtained from the internet or other public source, or from another member who has reason to believe that you might be interested in hearing from us. Your contact details include your preferred form of address, name, address, email addresses and telephone numbers;
- Your photograph;
- Details of your course and college or University affiliation when you apply for membership;
- Your bank details in connection with requests for standing order or direct debit payments to be made in connection with your membership, or to enable you to be reimbursed for authorised expenses incurred in pursuit of the Society's business. (The Union does not retain details of your payment card which are processed on the Union's behalf by service providers.)
- Information you supply to us in connection with your application for Access membership;
- Details of your committee membership or other roles and offices to which you are elected or appointed within the Oxford Union;
- Requests for special arrangements and details of any medical issues and/or disabilities that you have notified to us to enable us to make appropriate adjustments for you;
- Your activity and contribution to Union debates, meetings, and other activities, including photographs, video recordings of those contributions; and records of any disciplinary action in which you may be involved concerning contravention of the Society's Rules;
- Information you or others supply to us in connection with the fulfilment of our health and safety obligations, e.g. H&S incident reports;
- Photographs and recordings of you in connection with debates or other social activities taking place within the Union where there is a photographer present;
- Information that you supply to us in connection with our equality monitoring activity. (Please note that this information is collected on an anonymous basis and held separately from your other personal data. It is therefore not personal data and although this information may be reviewed by the Standing Committee for the purposes of monitoring and improving understanding of equality issues, in order to

minimise the risk of you being individually identified from the intersectionality of different pieces of information that you supply to us, we undertake not to publish such information unless there are six or more people in a particular group. In the case of some equality monitoring data this may mean that the information published may have been collected and aggregated over a period of years). Further categories of data that we hold in relation to members, staff, visitors, and contractors, are set out in our Record of Processing Activity.

[The lawful basis on which we process your data](#)

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purpose(s). Most commonly, we will process your data on the following lawful grounds:

- where it is necessary to perform the contract we have entered into with you;
- where necessary to comply with a legal obligation;
- where it is necessary for the performance of a task in the public interest;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

[How we apply further protection in the case of "Special Categories" of personal data](#)

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. The Special Categories of personal data consist of data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership.

They also consist of the processing of:

- genetic data;
- biometric data for the purpose of uniquely identifying someone;
- data concerning health;
- data concerning someone's sex life or sexual orientation.

Where you disclose such special category information yourself in the normal course of your activity within the Society, e.g. in the course of a debate or at election hustings this information will become an integral part of the normal record of the Society's proceedings and activities. But any such disclosures in the course of a Committee meeting will not normally be recorded in the written record of that meeting unless you specifically authorise it in writing to the Committee Secretary.

Where the processing of ‘special category’ data is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the Oxford Union Society or you in connection with your use and access to its facilities, your social protection within the Union, etc. the Union will have in place and observe appropriate policies and procedures to safeguard the maintenance and processing of such data.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

[Criminal convictions and allegations of criminal activity](#)

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for “special categories” referred to above.

[Details of our processing activities, including our lawful basis for processing](#)

Details of the lawful bases we rely on for the processing of the categories of data that we hold in relation to members are set out in our Record of Processing Activity. This also includes details of retention periods, plus details of parties to whom we transfer data, and on what basis.

[Data that you provide to us and the possible consequences of you not providing it](#)

Most data that you provide to us is processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law.

Financial data, including your account number and sort code, BACS ID, and payments information are collected by us at the time of your joining the Society or when you submit an expense claim. They enable us to claim the Facility Fee payment from you in accordance with the contract between us or to reimburse your approved expenses where these have been incurred on the Society’s business. If you do not supply this information and keep it up to date, the Society will normally discontinue the supply of the Term Card to you and will not be able to pay you any expenses.

Details of any disabilities, other health issues, food allergies, or religious dietary that you provide to us as an individual member (rather than as part of the general equality monitoring data collected from all members and processed on an anonymous basis) will be treated as ‘special category’ data. They will enable the Union to consider how it can make appropriate adjustments to accommodate your requirements as effectively as possible. If you do not provide this information, the Union is unlikely to be able to do this.

[Other sources of data about you](#)

These may data that we generate about you as part of the record of your participation in the life of the Union or information and data that your friends/family or other contacts may provide us with if and when they contact us, or vice versa. Our Record of Processing Activity indicates the sources of each of the various categories of data that we process.

[How we share your data](#)

We do not, and will not, sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law. Examples of bodies to whom we may disclose certain data include:

Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders, or collection of a tax or duty	for the prevention and detection of crime, apprehension and prosecution of offenders, or collection of a tax or duty For the prevention, detection or investigation of crime, for the location and/or apprehension of offenders, for the protection of the public, and/or to support the national interest.
Third party service providers	To facilitate activities at the OUS, e.g. photographers, video-recorders, IT service providers,

All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our third party providers to use your personal data for their own purposes. More extensive information on the categories of recipients of your data is set out in a table here.

Sharing your data outside the European Union

The law provides various further safeguards where data is transferred outside of the EU. When you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for performance of your contract with us. Otherwise, we will not transfer your data outside the European Union without first notifying you of our intentions and of the safeguards that apply to your data.

Automated decision-making

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements. Details of expected retention periods for the different categories of your personal information that we hold are set out in our Record of Processing Activity.