

Privacy policy

This page outlines The University of Portsmouth Students' Union's privacy policy. This page is provided for information - the active and current privacy policy may be requested from The UPSU Data Controller, who may be contacted via the UPSU Chief Executive Officer.

In brief

The University of Portsmouth Students' Union are committed to protecting your privacy when you are using its online services.

This page outlines the ways in which the Union may use your personal information, and what we can and cannot do with your information. If you have any questions on this information, please contact us.

Guiding Privacy Principles

Compliance with the Data Protection Act of 1998 underlies all of our personal information privacy practices. We also have a set of guiding principles which govern how we use the information that we collect about you on our website.

More about these principles

We will ask for personal information which identifies you and enables you to be contacted. We will also ask for information about your course. For the sole purpose of making emergency contact, we also ask for you to provide us with your next of kin details.

We will use the information for the following purposes:

1. To administer your membership of The University of Portsmouth Students' Union.
2. To administer the services and activities of The University of Portsmouth Students' Union, such as Sports Clubs, Societies, Student, Course and Halls Representatives, and the JobShop.
3. To carry out anonymous statistical research on the demographics, interests and behaviour of our users.
4. To contact you with relevant information and promotions exclusively from and related to The University of Portsmouth Students' Union except where you have told us you do not want to receive such communication. If you have opted out and are still receiving such communications, please contact the webteam and we will rectify the mistake.
5. To improve the content of The University of Portsmouth Students' Union's websites.
6. To perform marketing and promotional activities, except in situations where we would be in breach of point (4) outlined above.
7. To forward information to you which we feel you may find useful, such as details of products and services and forthcoming career or job opportunities, except in situations where we would be in breach of point (4) outlined above.

We may pass your personal information onto the organisers of Sports Clubs, Societies or other University of Portsmouth Students' Union services which you choose to join.

This privacy policy only covers the The University of Portsmouth Students' Union websites at www.upsu.net, www.freshersfortnight.com, www.freshersfortnight.co.uk, www.freshersweek.com, and www.freshersweek.co.uk. Websites affiliated to the Union by way of their existence as clubs or societies at the Union should specify their own privacy policy, which you should examine before use.

Other links within this site to other websites or framed third party sites within the The University of Portsmouth Students' Union websites are not covered by this policy. In addition, while we make every effort to ensure you are fully aware if and when you may be viewing a website which is not controlled by The University of Portsmouth Students' Union, it is up to you to ensure that you do not provide personal information to a third party. If you are suspicious of anything you see or read on the site, please inform a member of the webteam, through the contacts directory, as soon as possible. For this we would like to thank you in advance.

We may continue to use your personal information for a period after you cease being a registered member. Except in extraordinary circumstances, we will only use this information to address matters directly relating to you, or to provide anonymous statistical and reporting data to improve the service we offer you.

A little bit about mass e-mails

By registering on UPSU.net as a student, you are automatically joined to our all-student mass e-mail list. This list is used to send out important student bulletins, and important information related to the Union and its activities.

We have a number of guiding principles with our mass e-mails to make sure you aren't flooded with irrelevant e-mails or advertising:

- We don't advertise on behalf of external companies in our mass e-mails (but note that Job Shop e-mails include vacancies from external companies),
- We specify a maximum frequency of e-mails to our mailing lists. For example, our all-students mass e-mails are limited to one every two weeks, and this information should be clearly provided when you sign up to any list,
- You can opt out of all our mailing lists except the all-students mailing list, which we ask that you read as it contains information pertinent to all students,

Please contact us if you have any enquiries, or if you feel that we are not abiding by these policies.

What information of mine do you give to the NUS?

If you register for an NUS Extra card, the NUS require us to give them your NUS card number and your registered e-mail address. This is required in order for you to activate your NUS Extra card, enabling you to use the card to obtain discounts associated with the card.

Additionally, information about any NUS mailing lists you agree to join is passed on to the NUS. Information is provided when you register to help you to identify which companies will have access to your e-mail address.

Note that NO other information of yours is passed on to the NUS, and no personal information of yours is given to the NUS if you register for an NUS Democracy card.

You can find out more about the NUS and NUS Extra privacy policies at this page on the NUS Extra website, and at this page on the NUS website.

Consent and Choice

If you choose not to register or not provide personal information, you may still visit the The University of Portsmouth Students' Union website but you will not be able to access the restricted areas available to registered users. By "ticking" the "I accept the terms and conditions" checkbox and clicking on "Send Registration" during the registration process, you accept the Terms and Conditions described herein and consent to our using your information accordingly.

Access

We have provided an administration service where you can review your personal information at any time to ensure it is correct and current. You will be able to update, correct, change or delete inaccurate details, except in the case of information which indicates a membership or subscription, where your inclusion is part of the agreement you signed with that member's club or subscriber's group; to be removed from this list, you will need to contact them. Examples include memberships of clubs and societies.

You may also change your choice of opting in or out of online services including direct mail, although you may continue to receive mailings for a short period while your change is being processed. You have the right to ask for a copy of your personal information.

Security

We have taken appropriate measures to ensure that your personal information is not unlawfully processed. However, no information transferred over the Internet or wireless network can be guaranteed to be completely secure. We will not be transferring your personal information outside of the European Economic Area. This website may use cookies containing temporary session information. Cookies are a means of storing information about you and your preferences on the hard drive of the computer you are using.

However, no personally identifiable information is stored about you by the systems which generate cookies on our website, and we do not use cookies as a way to collect information about you except to ensure the continued quality of our service to you. If for any reason you believe that this isn't the case, please contact us immediately and we will investigate full your concerns – we are always very concerned about security!

Minors

The The University of Portsmouth Students' Union websites are intended for students and staff at The University of Portsmouth Students' Union who are over 17 years of age.

The University of Portsmouth Students' Union websites are not intended for children and we ask that no-one under the age of 17 submits personal information to us; we also ask that they use the site only under the close supervision of a parent or guardian.

Questions

The University is registered with the Information Commissioner to process personal data, and is obliged to comply with the Data Protection Act 1998. Personal data collected via this website will only be used for the stated purpose for which they are collected. No personal data will be passed to any third party without the explicit consent of the person concerned.

If you have any questions about this privacy policy, or the use of your personal information, or if you wish to request us to stop using your information in any way, please write to:

The Data Controller
The University of Portsmouth Students' Union
Cambridge Road
Portsmouth PO1 2EF

If you have any questions for The University of Portsmouth Students' Union relating to privacy, please send them to this address.

Changes to this policy

If we decide to change this privacy policy, we would post such changes on this page so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it.

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