**Student Representation System – Data Protection**

All data submitted in relation to your role as a Student / PGR / School / College Rep will be processed in accordance with data protection law and with the Guild of Students’ Privacy notice, on the basis of our legitimate interests in administering the Student Representation System.

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

* Your name, student number and contact details 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. This 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 name, university email address and, where appropriate, photo will be shared with the registered students / researchers that you will represent and appropriate Guild & University staff for the administration of the SRS. This will include displaying these details via the Guild of Students website, the Find my Rep platform and CANVAS.
* Your name, and any written manifesto/statement, will be included in any publicity or press releases regarding the recruitment and election of all student representative roles.
* 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

Full details of how we will process and protect your data is in the Guild of Students’ Privacy Notice which can be found at <https://www.guildofstudents.com/privacy-policy/>

Students/researchers who submit their interest for a Student or PGR Representative role will receive a receipt of acknowledgement. This can be in the form of an email confirmation/automated response from a website submission. All Representatives who complete CANVAS training will have their details passed onto University staff who work within the Student Representation System as ‘trained Reps’.

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 Representation System Terms and Conditions outlined on this page please get in touch with the Student Voice team at the Guild of Students prior to submitting an application or taking up any of the Student Representative role at [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk).

**I have read the above data sharing agreement and agree to my data being processed in the ways listed:**

**Name: …………………………………………………………………………………………….………………**

**Email: …………………………………………………………………………………………….…………………**

**Signed: …………………………………………………………………………………………….……………**

**Date: …………………………………………………………………………………………….…………………**