

Data Sharing Agreement between Cardiff University Students' Union and Escentual.com

1. Cardiff University Students' Union will:
 - 1.1 inform applicants via the privacy statement on Cardiff University Students Union Jobshop website (www.cardiffstudents.com/jobshop) of the implications (from a personal data perspective) of this data sharing agreement;
 - 1.2 share contact information to the external affiliate, aforementioned in this data sharing agreement (DSA) when participation is expressed. CUSU reserves the right to withdraw DSA permissions with prior notice (and with good reason);
 - 1.3 log all data shared for audit purposes, and adhere to the GDPR legislation;
 - 1.4 advise internal staff in relation to conducting a regular audit of adherence to the terms of this agreement;
 - 1.5 keep any personal data secure and in accordance with the GDPR legislation;
 - 1.6 conduct regular audits of adherence to this agreement and/or co-operate with any such audit of adherence to this agreement conducted by external legal bodies;
 - 1.7 refer any formal complaints it receives about matters covered by this agreement to its internal Data Protection Officer (DPO), and ICO if applicable, and inform the complainant of the referral.

2. Escentual.com will:
 - 2.1 abide by the terms set out in this DSA and follow the Code of Conduct detailed below;
 - 2.2 ensure that all data received from CUSU is handled securely and in line with best practices outlined in the GDPR legislation;
 - 2.3 log all data received for audit purposes, and to adhere to the GDPR legislation;
 - 2.4 immediately notify CUSU of any data breaches;
 - 2.5 only process data from CUSU for the purposes that have been outlined in this DSA;
 - 2.6 ensure that retention policies are clearly defined and followed.

3. Code of Conduct for Using Shared Data
 - 3.1 The use of personal data by Escentual.com must be for the purpose of one of the following criteria:
 - (i) communication of emergency notices;
 - (ii) communication of relevant work-related information;
 - (iii) providing of other services where explicit consent is first obtained.
 - 3.2 Notices communicated by Escentual.com using personal data received from CUSU for the purposes of:

4. Information to Be Routinely Shared When Applicable (on application/interest shown)

4.1 The Jobshop will share this information:

- (i) First Name(s);
- (ii) Surname;
- (iii) Student Number (where applicable);
- (iv) Date of Birth (where applicable);
- (v) Contact Email Address.
- (vi) Contact Telephone Number
- (vii) Curriculum Vitae/Application Information

No sensitive personal data will be transferred between CUSU and Escentual.com

5. Frequency and Mode of Sharing

- 5.1 Information will be shared on request, and/or when person applies for employment;
- 5.2 Information will be provided to the designated point of contact in Escentual.com in the form of a password protected document.

6. Designated Points of Contact

- 6.1 For routine sharing the following points of contact are designated for queries relating to the data and its transfer:

- (i) For CUSU:

- Data Protection Officer, ICT Department, Students' Union.
Tel: 029 20781405

- (ii) For Escentual.com:

- Matthew Bond
Manager
Escentual.com

7. Complaints and Remedies

- 7.1 All formal complaints made in respect of matters covered by this agreement shall be notified to the DPO in the first instance, and escalated to the ICO if applicable, the complainant will be informed of any referrals.

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