

RUSU Representatives (Academic Reps & Part-time Officers)

Consent Form 2018-2019

Reading University Students' Union (RUSU) will process and store your personal information. RUSU will create a record in relation to your RUSU representative position held during 2018-2019 academic year. Your record will include the following personal information; your name, title of elected position (which dependent on position, may identify protected characteristics*), your photo, contact details and student number.

I give consent for Reading University Students' Union to process my personal information for the following reasons (please tick the box in the right hand side column to opt in)		Tick to opt in
1	Publish my name, photo, contact details and elected position, in relation to my representative role on the RUSU website, My Rep Portal, RUSU publicity materials	
2	Publish my name, photo and elected position, in relation to my representative role on RUSU social media channels	
3	Publish progress updates relating to my representative role (written or video) on the RUSU website, social media channels and publications	
4	Publish my name, photo, contact details and elected position, in relation to my representation role in RUSU Publications (print, electronic and web), such as, but not limited to, The Reading Rep, RUSU Impact Report	
5	Share my full name and elected position with the University of Reading for use such as, but not limited to, promotion of my role amongst University of Reading student/staff, inclusion on my Graduation Annex	
6	Share my full name, elected position and contact details to University of Reading students/staff who request this information	
7	Send me an electronic copy of the Reading Rep and other RUSU publications	
8	Contact me in relation to my representative role and to request feedback	
9	Contact me to inform me of future opportunities to get involved in RUSU democratic and campaigning activities	

RUSU will store your personal information on a secure Network Drive. Paper copies will be stored in a locked cabinet. RUSU will store this information for 3 years (after the end of your term in office). After this time, it will be securely destroyed.

Upon request, RUSU will provide you with access to any data we hold on you electronically or on paper. You should put this request in writing to RUSU Data Protection Officer, Reading University Students' Union, P O Box 230, Whiteknights, Reading, RG6 6AZ.

Full Name			
Student Number			
Elected Position			
Email			
Mobile			
Signature		Date	

*There are nine characteristics protected by the Equality Act 2010; age, disability, pregnancy and maternity, marriage or civil partnership (in employment only), gender reassignment, race, religion or belief, sex and sexual orientation.