



Data Sharing Agreement

SETU Waterford Campus and SETU Novus

Context/Background

The following Data Sharing Agreement (hereinafter referred to as “the agreement”) governs the sharing of students’ personal information and data between **South East Technological University, Waterford Campus** (hereinafter referred to as “SETU Waterford Campus”) and **SETU Novus** (registered as SETU Campus Services CLG and hereinafter referred to as “SETU Novus”) and sets out the purposes for which that information may be used.

SETU Waterford Campus and SETU Novus recognise the need to enhance student engagement and participation, and for SETU Novus to be able to work on behalf of its members without undue inhibition. SETU Novus recognises the need to have procedures for effective governance and adherence to data protection legislation and to ensure that student data is, at all times, used in a professional and responsible manner.

Each party to this agreement is considered to be a Data Controller, while SETU Novus is considered to be a Data Processor.

1. Data Transfer

- 1.1. The Office of the Registrar will transfer up-to-date student information at the time of transfer.
- 1.2. Data will be collected via enrolment and re-enrolment processes.
- 1.3. Students will be provided with a summary of what data will be transferred to SETU NOVUS at the time of enrolment or re-enrolment (see Section 1.5 below), the purposes for this (see Section 2 below), and how to withdraw consent for this.
- 1.4. Data will be stored securely by SETU Novus, [*and all data processors acting on behalf of SETU Novus*], as set out in the SETU Novus Data Protection Policy and records retention process.
- 1.5. SETU Waterford Campus will provide SETU Novus with the following information on enrolled students: Student Number
 - 1.5.1. First name
 - 1.5.2. Last name
 - 1.5.3. Student ID
 - 1.5.4. Mode of attendance (e.g. full-time, part-time)
 - 1.5.5. Programme of study
 - 1.5.6. Year of study; start date and end date
 - 1.5.7. Level of study
 - 1.5.8. Department/School
 - 1.5.9. Email address
 - 1.5.10. Phone number
- 1.6. No sensitive personal data will be transferred between SETU Waterford Campus and SETU Novus. ‘Sensitive personal data’ shall have the same meanings set out in the GDPR.

2. Purpose - Data Use by SETU Novus

SETU Novus shall use the student data provided by the SETU Waterford Campus in the following instances:

Function	Usage
Communications	Communications, both electronic and non-electronic, about core SETU Services, supports and activities, including, but not restricted to: <ol style="list-style-type: none">1. Supports offered by SETU Novus (i.e. the various officers – SETU sports, Clubs and Societies; SETU Arena Accommodation; IDCard2. SETU Support Services – Food and Beverage; Card Services (incl.: printing; photocopying; binding; bag storage; access control); SETU Arena; Health and fitness; sports and societies; Accommodation.3. Events, entertainment and competitions updates4. Engagement and updates regarding SETU services and supports provided by SETU Novus SETU Novus reserves the right to use data to target communications at specific cohorts of students. For example, by year group, undergraduate or postgraduate, by programme

3. Other Principles

3.1. SETU Novus will ensure adherence to SETU Data Protection Policy. SETU Novus data protection policy can be viewed [here](#).

3.2. SETU Novus will not transfer or process data with a third party, unless an Agreement which adheres to this Data Sharing Agreement has been put in place. Any such third-party Agreement should be made available to any individual whose data has been shared.

3.3. Students affected under this Data Sharing Agreement have the right to withdraw consent at any time.

4. Complaints

Any complaint in respect of this Agreement shall be directed to the relevant Data Protection Officers (see contact details below).

5. Designated Points of Contact:

For SETU: dpo@setu.ie

For SETU Novus: NovusHR.WD@setu.ie

Agreement signed on behalf of SETU:



Aishling O' Toole

Academic Administration and Student Affairs Manager

26 July 2024