



Protecting Student data

BPP University Clubs & Societies – 2025/26

As leaders within our student community, it's essential that you handle all student information with the highest level of care.

Student personal data must never be shared with anyone who is not authorised to receive it.

This includes but is not limited to:

- Student Record numbers
- Email addresses
- Phone numbers
- Any other identifiable information

If your society collects or stores any personal data:

- Keep it secure.
- Use it only for legitimate society purposes.
- Delete it when no longer needed.

Key Principles

You must ensure all personal data you collect and use is:

- Processed lawfully, fairly, and transparently
- Collected for a specific, legitimate purpose and not used beyond that purpose
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Not kept longer than necessary
- Stored and processed securely

You must not collect or store any data that is not necessary for the running of your society. You must not share member data with third parties (including external speakers, sponsors, or other organisations) without explicit member consent.

Data Breaches

A data breach is any accidental or unlawful event that leads to personal data being accessed, lost, altered, or disclosed without authorisation – including sending an email to the wrong person, losing a device containing member records, or a spreadsheet being shared with the wrong people.

If you believe a breach has occurred:

1. Contact your Clubs and Societies Officer immediately (within 24 hours)
2. Do not attempt to resolve it alone
3. Document what happened, what data was affected, and how.

Need Help?

If you're unsure about any aspect of GDPR compliance, please reach out to the Students' Association team for support via **engage@bpp.com**

engage@bpp.com | bppstudents.com