

Use and Control of Student Data Working Group

Terms of Reference

1 Background

The University is starting to do creepy stuff with our data. It's collecting more personal information. It's collecting *more* information. We don't know where it's storing it. And it's probably making money off it.

The Uni has a privacy policy, but no Data Policy or use of student data policy.

The function of this working group will be to develop principles, policy, or other guiding frameworks that will assist UMSU in both properly using data we have, and more importantly negotiating with the University about the ways we think the University should, and shouldn't, use our data and information.

2 Terms of Reference

2.1 Terms of Reference

The role of the Use and Control of Student Data Working Group (the "Working Group") is:

- (a) to arrive at a Statement of Principles on the ethical and transparent storage, access to, and control of, student data for adoption by Students' Council as a position of UMSU;
- (b) if it deems fit, to produce (or assist the Education Office-bearers in producing) a position paper, statement, or other product in addition to and based on the Statement of Principles setting out how UMSU believes the University should use student data, and forming the basis of representations UMSU makes to the University on student data;
- (c) if it deems fit, to develop a framework for an UMSU Use of Data policy, or identifying best practice UMSU should otherwise adopt respecting UMSU's own collection, use, and policies respecting use of student data, should aspects of UMSU's own operations appear to contradict any of the principles determined under 2.1(a).

2.2 Incidental Terms of Reference

The Working Group can do and consider all that is necessary and incidental to 2.1.

3 Operation

3.1 Membership

All Members of UMSU are entitled to be present and vote at meetings.

3.2 Meetings

- (1) The Education Academic Office-Bearers are responsible for organising meetings.
- (2) The first meeting of the Working Group shall be held no more than one calendar month after the meeting of Students Council at which these terms of reference are adopted.
- (3) The Education Academic Office-Bearers must determine an agenda for each meeting. They must also make these Terms of Reference available at each meeting.

- (4) The first order of business for any meeting is the election of a Chair from those attending. The Chair conducts the meeting consistent with the Agenda, these Terms of Reference (including this clause), the policies of UMSU (except Standing Orders), and subject to the direction of the meeting.
- (5) Votes are decided by simple majority of those attending. The Chair does not vote, except has the deciding vote. There are no proxies.
- (6) All persons attending a meeting must act consistently with UMSU's Acceptable Conduct policy, and must make representations consistent with the Purposes of UMSU.

3.3 First Meeting

At the first meeting of the Working Group, the Working Group shall:

- (a) adopt these terms of reference;
- (b) determine whether a position paper, statement, or other product in addition to a Statement of Principles is necessary, and
- (c) determine a preliminary timeline for the business of the Working Group.

3.4 Minutes

After every meeting, Education Academic Office-Bearers will cause minutes to be made available:

- (a) to the General Secretary for general distribution,
- (b) as part of their next report to Council, and
- (c) for confirmation at any subsequent meeting of the Working Group.

3.5 Winding Up

- (1) The Working Group can recommend its own winding up to Council when it is satisfied it has fulfilled its Terms of Reference.
- (2) The avoid doubt, Students Council can, by normal resolution, wind up or reconstitute this Working Group in its discretion.