



Queen Alexandra's House

Information Sharing Agreement 2024 / 2025

Purpose of this Agreement

This agreement has been developed to enable the compliant sharing of personal information between Queen Alexandra's House, Imperial College London, Royal College of Arts and Royal College of Music or your name university institution where you are studying.

The data shared within the existing legal framework of the General Data Protection Regulation and associated legislation.

Background

Queen Alexandras House Association is a registered Charity that has the primary object of providing affordable all female catered accommodation for those studying the Arts and Sciences within the 1851 Commissions Estate.

Queen Alexandra's House Association operate Queen Alexandra's House providing 108 single occupancy bedrooms sharing communal showers, bathrooms, toilet, and kitchen facilities.

In these contexts, there is often a requirement for Queen Alexandra's House Association to share data about its residents with their respective universities.

In this agreement, a 'resident' refers to a student who has entered into a licence agreement with Queen Alexandra's House Association.

Categories of Data Subject

The data subjects concerned in this agreement are students of either Imperial College London, Royal College of Arts and Royal College of Music.

Recipients and their Responsibilities

This data sharing agreement will cover the following parties and responsibilities.

Institution Name	Responsibility
Queen Alexandra's House Association	Liaising with customers about the management of residents and licence agreements, payment of rent and other financial obligations, management of complaints / issues, welfare, and health issues.
Imperial College London, Royal College of Arts and Royal College of Music.	Liaising with Queen Alexnadra's House where required about their students in relation to the management of residents and licence agreements, payment of rent and other financial obligations, management of complaints / issues, welfare, and health issues.

Purposes of the Data Sharing

The parties will share information sharing data for the following purposes, as required:

1. Managing applications for accommodation
2. Managing appropriate adjustments for declared physical or mental disability issues.
3. Managing stages of the contract, residency, or tenancy
4. Managing complaints and other related issues
5. Responding to serious welfare issues or medical emergencies
6. Providing summary reporting of service usage to assist assessment or planning around service delivery.
7. Assisting in specific case work where sharing between the two parties is required

Data to Be Shared

The data to be shared will be in the following scenarios. Scenario	Data to be shared
Application	Name, institution, course, date of birth, student, contact details
Managing appropriate adjustments for declared physical or mental disability issues	Name, institution, course, date of birth, contact details, property/room number, nature of the disability declared, any history relevant to their time at their college or institution.
Managing a complaint and other related issue	Name, institution, course, date of birth, contact details, details of complaint, complainant name, QAH action taken, any correspondence or notes relating to the complaint
Responding to a serious welfare issue or medical emergency	Name, institution, course, date of birth, contact details, situation (welfare or emergency), QAH action, any applicable correspondence or minutes taken from meetings.
Providing summary reporting of service usage to assist assessment or planning around service delivery	Name, institution, course, date of birth, property name, room types, year of study, nationality
Assisting in specific case work where sharing between the two parties is required	Name, institution, course, date of birth, contact details, case details, QAH action, any applicable correspondence or minutes taken from meetings.

Legal Basis of the Sharing

The legal basis for this sharing will be as follows: Purpose	Article 6 grounds for processing personal data	Legal grounds for processing special category data (Article 9, GDPR) if applicable
Application Process	(b) necessary for the performance of a contract	(b) necessary for the purposes of carrying out the obligations and exercising rights of the data controller or subject in the field of social protection law

Managing appropriate adjustments for declared physical or mental disability issues	(b) necessary for the performance of a contract	b) necessary for the purposes of carrying out the obligations and exercising rights of the data controller or subject in the field of social protection law
Managing a complaint and other related issue	(b) necessary for the performance of a contract	b) necessary for the purposes of carrying out the obligations and exercising rights of the data controller or subject in the field of social protection law
Responding to a serious welfare issue or medical emergency	d) necessary in order to protect the vital interests of the data subject	(c) necessary in order to protect the vital interests of the data subject

Each party commits to ensuring appropriate technical measures are in place to ensure the security of the data to prevent loss, misuse, or unauthorised access.

This will include, but not be limited to:

1. Access restricted to named staff.
2. Staff training and awareness.
3. Appropriate to the risk around the data, password protected files (both in storage and in transfer).
4. No storage on unencrypted removable media.
5. Retention of shared data.

Data Breaches

Each party will notify the relevant parties without undue delay any incident which leads to a personal data breach. Each party will give the other party reasonable assistance in meeting GDPR Articles 33 and 34 around breach notification.

Data Quality

Each party commits to ensuring the accuracy, relevance, and usability of the data it transfers to the other party.

Retention of Data

The data will be retained in accordance with the 'Storage Limitation' principle in Article 5 GDPR and subject to the retention schedules of each party.

The Rights of Individuals

Individuals (data subjects) have a number of rights under the GDPR. Each party acknowledges its responsibilities regarding the rights of individuals and will provide reasonable assistance to each other to meet these obligations. Each party is responsible for reflecting the data sharing defined in

this agreement in their privacy notices, subject to their obligations under Article 13 and 14 of the GDPR.

Freedom of Information

Where a party is a public authority subject to the Freedom of Information Act 2000, the other party will provide reasonable assistance to such party in meeting its obligations.

Review of this Agreement

Each party may request a review of this agreement as necessary. This agreement shall only be varied by a written agreement signed by the duly authorised representatives of each party.

No Partnership or Agency

Nothing in this agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party.

Entire Agreement

This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations, and understandings between them, whether written or oral, relating to its subject matter.

Rights of Third Parties

No one other than a party to this agreement shall have the right to enforce any of its terms.

Governing Law and Jurisdiction

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with English law and the parties submit to the exclusive jurisdiction of the English courts.