

- Mode of attendance (Full time, part time, sandwich etc)
- Course Representative
- Modules

2.2 No sensitive personal data will be transferred outside the University or the UK

2.3 the University will provide data for current students only

3. The purposes for which the personal information will be processed

3.1 The MDXSU will process the personal information for the following purposes only:

- The administration of MDXSU and its clubs and societies
- The marketing of services provided directly by MDXSU
- The administration of elections
- The administration of Students' Representative Council and other representative bodies
- Verification of student identity
- Communication between Sports clubs and Societies
- Communication between MDXSU and its staff and students
- Generation of demographic reports

4. Provision of information

4.1 Student information will be provided by the University. The transfer will ensure that MDXSU will not be able to access details of any student who opts out of the data sharing agreement or removed without delay.

5. Restrictions on the use of information

5.1 The information provided by the University to MDXSU shall be passed to any third party, without the express consent of the individual(s) concerned, except under the following conditions:

- 5.1.1 Where MDXSU has an independent responsibility from the University or on behalf of the University
- 5.1.2 Where the information is stored in MDXSU database MDXSU will ensure compliance with the principles of the Data Protection Act 1998 using the data for any of the purposes listed and ensure compliance with the principles of the Data Protection Act 1998

5.2 The information provided by the University to MDXSU shall be passed to any third party, without the express consent of the individual(s) concerned, except under the following conditions: (where MDXSU has obtained information from the University)

5.3 Information sent to students shall relate directly to the operational activities of MDXSU or its products and services provided by the University on behalf of students.

5.4 Students shall be given the option in each mailing to opt out of future mailings.

5.5 MDXSU shall maintain a mailing list of students who have opted out of receiving mailings of information processed by MDXSU on behalf of the University.

5.6 Students who have opted out of receiving mailings shall be given the opportunity to opt back in at any time. The University shall not send mailings to students who have opted out of receiving mailings for a period of 12 months or 20 mailings per year.

5.7 MDXSU shall ensure compliance with the Data Protection Act 1998 and any other applicable legislation, including the Right to be Forgotten, in relation to the processing of personal data.

6 Retention of personal data

6.1 Personal data which is shared will only be retained for as long as is necessary for the purposes specified in 5.4. If it is no longer required for the purposes specified, it will be disposed of securely. Data which does not identify individual students can be retained for as long as may be required.

7 Individuals' rights and subject access requests

7.1 The Data Protection Act 1998 provides that individuals have the right to request access to their personal data held by the University.

7.2 Subject Access Requests should be made in writing and submitted to the Data Protection Officer at dpaofficer@mdx.ac.uk (or via the University website at www.mdx.ac.uk/dpa).

7.3 Where a Subject Access Request is received from an individual, the University shall ensure that whoever receives the Subject Access Request is able to identify the individual and the other organisations before releasing any information.

8 Complaints and data security breaches

8.1 The MDXSU website provides a link to the University's Data Protection Policy and a link to the University's Data Protection Officer. The University will investigate any complaint or query regarding the processing of shared personal data or breaching of security or data security breach.

9 Freedom of Information and public access to information

9.1 The Freedom of Information Act 2000 provides a right of public access to information held by the University.

10 Review and publication


10.1 This Agreement will be reviewed as part of the Memorandum of Understanding every 5 years.

10.2 This Agreement is made between the University of Middlesex and the University of Middlesex

Signature of the University of Middlesex



Signature of the University of Middlesex



Date:

12/1/15