

Middlesex University General Privacy Notice Policy

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| Policy owner | Legal Team |
| Author if different from above | N/A |
| Version | Version 2 |
| Last Review Date | 01/09/2022 |
| Next Review Due | March 2024, unless circumstances require an earlier review |

Approvals

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| **Committee / Individual** | **Date** |
| Information Governance Group (IGG) | Approved by the Information Governance Group on 28 Nov 2022 |

The purpose of this privacy policy is to identify what the University’s privacy obligations are to comply with data protection law. These obligations are set out in various policies which are listed below as follows:

The following policies can be found on the Student and Legal Affairs intranet page:

* Data Protection Policy -<https://www.mdx.ac.uk/about-us/policies/privacy>
* Subject Access Request Policy -<https://www.mdx.ac.uk/about-us/policies/privacy>
* Erasure Request Policy- <https://www.mdx.ac.uk/about-us/policies/privacy>
* Privacy Notice for Research Participants -<https://www.mdx.ac.uk/about-us/policies/privacy>
* DPIA Policy - <https://www.mdx.ac.uk/about-us/policies/privacy>
* Lawful Bases of Processing Table for Processing Student Personal Data - <https://www.mdx.ac.uk/about-us/policies/privacy>
* Statement of Tasks in the Public Interest -<https://www.mdx.ac.uk/about-us/policies/privacy>
* Privacy Policy for Prospective and Applicant Students [https://www.mdx.ac.uk/about-](https://www.mdx.ac.uk/about-us/policies/privacy/privacy-policy-for-prospective-students) [us/policies/privacy/privacy-policy-for-prospective-students](https://www.mdx.ac.uk/about-us/policies/privacy/privacy-policy-for-prospective-students)
* Privacy Policy for Current Students

 https:/[/w](http://www.mdx.ac.uk/about-us/policies/privacy/privacy-policy-for-current-students)w[w.mdx.ac.uk/about-us/policies/privacy/privacy-policy-for-current-students](http://www.mdx.ac.uk/about-us/policies/privacy/privacy-policy-for-current-students)

* Privacy policy for Alumni Association] <https://www.mdx.ac.uk/about-us/alumni/privacy-policy>
* Privacy policy for Education Liaison and Outreach]

https:/[/w](http://www.mdx.ac.uk/study-with-us/information-for-schools/privacy-policy-for-education-)w[w.mdx.ac.uk/study-with-us/information-for-schools/privacy-policy-for-education-](http://www.mdx.ac.uk/study-with-us/information-for-schools/privacy-policy-for-education-) liaison-and-outreach

* Privacy policy for Employees, Workers, Contractors, Honorary staff and Externals [https://www.mdx.ac.uk/ data/assets/pdf\_file/0028/605449/Middlesex-University-Group-](https://www.mdx.ac.uk/__data/assets/pdf_file/0028/605449/Middlesex-University-Group-Privacy-Notice.pdf) [Privacy-Notice.pdf](https://www.mdx.ac.uk/__data/assets/pdf_file/0028/605449/Middlesex-University-Group-Privacy-Notice.pdf)
* Privacy Notice for Research Participants

<https://www.mdx.ac.uk/about-us/policies/privacy/privacy-notice-for-research-participants>

**The University’s Objectives**

The University must ensure the following:

* Policies and procedures are in place that relate to the processing and management of personal data;
* Individuals personal data is processed in accordance with the data protection principles which are included in the University’s Data Protection Policy;
* There is a lawful basis for the processing of personal data;
* Your personal data secure at all times and safe from unauthorised access, alteration, use or loss;
* The Data Protection Officer can be contacted by students and staff of the University and by members of the public. The role of the data protection officer is to ensure that the University processes the personal data in compliance with the applicable data protection laws. The personal data may relate to students, staff, or any other individuals that come into contact with the University. See below the contact details of the Data Protection Officer;
* A supportive environment and culture is provided for staff to support processing of personal data which is compliant with data protection law;
* All staff understand their responsibilities when processing personal data and have access to University policies and procedures relating to the processing of personal data;

All staff must complete the University’s online data protection training. It is compulsory for all new staff to complete the University’s online data protection training as part of their induction. The online training remains permanently accessible to all staff which enables any existing staff to do refresher training as and when they wish, or on a case by case basis if refresher training is recommended or required for specific existing individual staff by the Data Protection Officer or by managers of staff. The Data Protection Officer is available to respond to staff requirements for bespoke training if staff require training specific to their roles / team requirements, or to embed understanding of any aspects of the University’s policies and procedures;

* Individuals wishing to submit a subject access request, erasure request, or wishing to exercise any other rights they have under the data protection legislation are able to do so;
* Appropriate data sharing agreements are entered into with controller to controller processing clauses that are required by UK data protection law;
* Contracts with suppliers are entered into, with controller – supplier processing clauses that are required by UK data protection law;
* Any new systems being implemented are assessed, and where applicable a Data Protection Impact Assessment (DPIA) may be carried out to assess any privacy risks and how those risks may be managed (See above the link to the DPIA policy).

The University takes its obligations under the GDPR very seriously and is committed to ensuring personal data is collected, handled, stored and shared in a secure manner.

If you consider that the University is not fulfilling any of its obligations in connection with data protection, you have a right to complain.

Please refer your complaint initially to the University’s Data Protection Officer using the contact details below.

If you are not satisfied with the response of the Data Protection you may refer your complaint to the University’s Senior Legal Advisor using the contact details below.

**Contact Us**

For date protection matters you may contact

1. Data Protection Officer Middlesex University The Burroughs London

NW4 4BT

Email: dpaofficer@mdx.ac.uk

1. The University’s Legal Advisor

Middlesex University

The Burroughs London

NW4 4BT

Email: legalmatters@mdx.ac.uk