

- 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' Union of Manchester University and other representative bodies
- Verification of student identity
- Communication between Sponsors, Clubs and Societies
- Communication between MDXSU and its members
- Generation of demographic reports

4. Provision of information

4.1 Student information will be provided by the University. The transfer will ensure that MDXSU members are able to access details of any student who opts out of the data sharing agreement are 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 ongoing requirement for information from the University on behalf of the University
- 5.1.2 Where the information is stored in the MDXSU database MDXSU will ensure compliance with the principles of the Data Protection Act 1998 using the data for any other purposes as permitted and provided

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. Information concerning processed by MDXSU shall be deleted from the mailing list.

5.6 Students shall be given the option to opt out of receiving mailings by clicking on the "opt out" link in the footer of each mailing. The University shall delete the student's name from the mailing list within 30 days of the student's request.

5.7 MDXSU shall ensure compliance with the University's Data Protection Policy and any other applicable laws and regulations, including the Data Protection Act 1998.

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 gives individuals the right to request access to their personal data. Subject Access Requests should be made in writing, addressed to the Data Protection Officer, MDXSU, at the following email address: dpaofficer@mdx.ac.uk (or via the University website at www.mdx.ac.uk/dpa).

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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 organisation before releasing any information.

8 Complaints and data security breaches

8.1 The MDXSU Data Protection Policy provides a procedure for reporting a suspected data security breach. The University shall investigate any such breach and take appropriate action to prevent a recurrence.

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 University's Annual Review process 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