

Policy Statement

The privacy and data security of our students is important to Middlesex University.

This Privacy Notice relates to personal data processed by the Employment Service (MDXworks) in its work in providing employability and graduate skills support to our student community. MDXworks (The Employment Service) is the team within Middlesex University responsible for providing you with information, advice, guidance, support, resources and opportunities to make the transition into the world of work.

We work in line with Middlesex University's Data Protection Policy, which is available to [read](#). In addition, the following statement sets out how MDXworks uses your data.

If you have any requests concerning your personal information or any queries with regard to this policy please [email John Gilchrist](#), Middlesex University's Information Governance Officer.

Middlesex University is a data controller and is registered with the [Information Commissioner's Office](#) as required under the [Data Protection Act 1998](#) and the [EU General Data Protection Regulation 2018](#). MDXworks will only process your personal data in accordance with current Data Protection legislation.

Data is processed by staff who have received data protection training and in accordance with this Privacy Notice.

How does the MDXworks collect personal data?

MDXworks collects personal information from you both directly and indirectly.

Occasions when information is collected directly include:

- During 1:1 appointments with MDXworks Employability Advisers
- From information that you may submit to us including CV and cover letter application examples
- Registering for an event

We collect information indirectly:

- Use of university student records – history of interactions via the University's Pro-Retention and interrogation of MISIS
- We might also store information from social media relating to your career, depending on your settings; or publicly available information found in places such as Companies House

What personal data does MDXworks collect?

Personal data held and processed by MDXworks may include the following:

- Biographical information such as name, gender, date of birth
- Contact details and communication preferences, professional information such as place of work and job title
- Academic history
- Any other connections with the University – for example voluntary positions such as mentoring, positions held as a student

- Extra-curricular activities, including attendance at events and use of services such as the library
- Connections with Middlesex University affiliated people such as peers, tutors, professional staff and friends
- A history of communication and interaction we have had with you, for example, 1:1 appointments with our service advisors, events, emails or mailings
- We might store information available in the public domain, including information you have shared on social media such as job title and organisation worked for depending on your privacy settings

How and why does MDXworks use your personal data?

We will keep safe any personal data that is shared with us; we will treat it with respect and only process it in line with the expectations set out in this Privacy Notice.

Developing a better understanding of our students through personal data allows us to make better decisions about how we engage with you most appropriately.

Data that we do store is used to underpin a full range of support activities for our students; and to ensure that the way we communicate with you, for example sending event invitations or updates about placement / internship and job opportunities adhere to your communication preferences.

We also use digital tracking tools to monitor the impact of our communications – for example email tracking to record when an email we send to you has been opened, or you have clicked a particular link. This provides us with metrics that enable us to gain a better understanding of what interests our students with regards to employability support and send communications that are relevant and beneficial to you.

Sharing your data

We will only ever share your data with third parties (external companies outside of the University) for the following reasons, or reasons specified to you elsewhere in this privacy notice

- To provide further tailored support to you via our third party online contractor Exemplas Holdings – who provide our online employability advisor support
- If we undertake data cleansing activities to maintain the integrity of the data we hold

How long will MDXworks hold your data?

We will keep basic details, contact details, education information, records of your communication preferences, event attendance and a record of any interaction you have had with MDXworks indefinitely.

We will undertake data cleansing on a periodic basis, in an attempt to ensure that the data we do hold about you is up to date.

Your rights

An individual has the right to ask the University what personal data we hold about them, and to ask for a copy of that information. This is called making a Data Protection Subject Access Request.

A Subject Access Request should be submitted in writing via [email](#) to the Data Protection Officer or in hard copy to the postal address provided:

Data Protection Officer
Middlesex University
The Burroughs
London
NW4 4BT

The University reserves the right to ask you to provide proof of identification and for you to clarify your request if it is unclear in the first instance. You will receive a reply no longer than 40 calendar days from the date you make the request in writing.

If you are unhappy with the initial response you can ask the University to undertake a further search if there is specific information you have good reason to believe exists but that hasn't been provided.

You also have the right to complain to the UK Regulator the Information Commissioner's Office (ICO's) if you believe your request has not been dealt with properly or you have a complaint to raise against the University for any other data protection related issue. A complaint can be raised via the ICO's website or write to the following address:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

You also have the right to withdraw consent from the processing of your personal data by the University at any time, if your consent was sought initially to use your personal data.

Right to rectify or to stop processing

If you believe that MDXworks holds information about you that is factually incorrect, or you would like to request that we stop processing your data please email MDXworks (mdxworks@mdx.ac.uk) and we will update your records accordingly. Please note that we will still have to retain a record of your unique student ID number to ensure that you are excluded from future processing.

From May 2018 you will also have a number of new individual rights under the GDPR. The means to exercise these new rights with the University will be published in the run-up to the rights coming into effect.