

# MDXapp Privacy Policy

This Privacy Policy governs your use of the Middlesex University Student App (MDXapp) for mobile devices that was created using the ExLibris CampusM mobile platform.

MDXapp includes features such as the students' teaching timetable, access to My Learning and Library resources, grades and progression, contact information for students' programme leader, module leaders and academic advisers, email, a campus map and general information about the University and its services.

In order to deliver these features MDXapp will display a range of your information taken from University IT systems (including the Student Record System, the Library system, My Learning and the email system). The information displayed will be treated in accordance with the Data Protection Act 1998 (the 1998 Act), the University Data protection policy: <http://unihub.mdx.ac.uk/your-middlesex/university-regulations-and-policies/policies> and the General Data Protection Regulation 2018.

Data taken from University systems will be cached locally on your device.

MDXapp obtains the following information from Middlesex University student or staff members on login: IT user ID and password. Your ID and password will be cached locally on your device.

If you are guest user of MDXapp you will be asked to provide your first name, surname, email and a password. First name, surname and email will be stored on the ExLibris Cloud.

We may also use the information you provide us to contact you from time to time to provide you with important information and notifications..

In order to develop MDXapp in line with our student needs we may collect certain information automatically, including, but not limited to, the type of device you use, your device's operating system, the type of browser you use, and information about the way you use MDXapp. None of the information can be traced to an individual - hits are recorded anonymously. We do not know who you are as a unique user, merely that there are a certain number of people using any given feature.

The **images** in MDXapp are either covered by our own copyright or, where the copyright holder is another person or organisation, have been specifically cleared for our use by the owner. When we take pictures of individuals on University grounds and involved in University activities for publication on our systems or in other media, and the individuals are clearly identifiable, we seek written consent from the individual concerned for the use of their image in University materials. If you are in an image on MDXapp and have not consented to its use and would prefer it to be removed, please contact the Student Engagement Marketing team by emailing [mdxapp@mdx.ac.uk](mailto:mdxapp@mdx.ac.uk).

The Campus maps feature does not use GPS or other similar technology to determine your current location. We may develop this in the future. We will not share your current location with other users or partners.

## **Sharing information with third parties**

We will share your information with third parties only in the ways that are described in this privacy policy.

We may disclose user provided and automatically collected information:

- as required by law;
- when we believe in good faith that disclosure is necessary to protect our rights, or to protect your safety or the safety of others;
- with trusted third party providers who work on our behalf, do not have an independent use of the information we disclose to them, and have agreed to adhere to the rules set out in this privacy policy.

### **Opt-out**

You may use the standard uninstall processes as may be available as part of your mobile device or via the mobile application marketplace or network.

### **Data Retention Policy, Managing Your Information**

We will retain data as defined in the University Records Management Policy and University Retention Schedule. If you would like us to delete data that you have provided, please contact us at [communications@mdx.ac.uk](mailto:communications@mdx.ac.uk) and we will respond in a reasonable time and in accordance with our data protection

### **Security**

We take seriously the need to safeguard and hold in confidence your information. We provide physical, electronic, and procedural safeguards to protect information we process and maintain. For example, we limit access to this information to authorized members of staff and contractors who need to know that information in order to operate, develop or improve the application. Please be aware that, although we endeavour to provide reasonable security for information we process and maintain, no security system can prevent all potential security breaches.

### **Changes**

This Privacy Policy may be updated from time to time for any reason. We will notify you of any changes to our Privacy Policy by posting the new Privacy Policy on the [UniHub policies page](#). You are advised to consult this Privacy Policy regularly for any changes. Continued use of MDXapp is deemed approval of all changes.

### **Your Consent**

By using MDXapp, you are consenting to our processing of your information as set out in this Privacy Policy now and as amended by us. "Processing," means using or touching information in any way, including, but not limited to, collecting, storing, deleting, using, combining and disclosing information.

### **Contact us**

If you have any questions regarding privacy while using the application, or have questions about our practices, please contact us via email at [communications@mdx.ac.uk](mailto:communications@mdx.ac.uk)

**SEPTEMBER 2017**