

Final

MIDDLESEX UNIVERSITY PRIVACY NOTICE FOR STAFF AND STUDENTS

COLLECTION OF STUDENT AND STAFF PERSONAL DATA RELATED TO MANAGING COVID-19 HEALTH AND SAFETY

1. BACKGROUND INFORMATION

NHS Test and Trace for Covid-19 is being carried out in the community, undertaken by Barnet Council in partnership with London Coronavirus Response Centre and the NHS. The information provided to the NHS and Public Health remains private and confidential.

For this reason we are asking staff and students who receive a positive test to share information with us so that we can collaborate with the NHS and Public Health to help prevent the spread of COVID-19.

The University will collect personal data from you as specified in this form, to share as specified in this form, for the purpose of supporting staff and students in the University environment through their isolation periods and to manage the risks of Covid-19 and prevent outbreaks, and to co-operate with Public Health England and Barnet Public Health in managing the risks of Covid-19 in the wider community. By completing and signing the form, you consent to the University collecting the personal data you provide, and using it as explained in the form.

2. The data we collect about you

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data.
- Contact Data.
- Health related data (Covid-19 test results, self-isolation information, test centre attendance information, whether registered with NHS Test and Trace).
- MDX campus and accommodation attendance data (Social and Programme/Work activities attended on campus before symptoms or Covid-19 test)

As stated above this information will be collected from you from forms you complete provided to you by the University by email or online.

Follow this link for access to the form so that you can see the in full the information that will be required from you:

Student:

https://forms.office.com/Pages/ResponsePage.aspx?id=iHvjOKGjz0ifBWU3Qn_tJEddnCwbqJJAk8tUblh9e9URFVaNkQ4SURTSjIBQII0MDY2RUK0T0xQQi4u

Staff:

https://forms.office.com/Pages/ResponsePage.aspx?id=iHvjOKGjz0ifBWU3Qn_tJEddnCwbqJJAk8tUblh9e9UREpQOUZXVjIVU0IQVINSODIXNDVZRINMRC4u

3. How we use your personal data

We will only use your personal data for the purpose for which we collected it which is:

- To share information specified in this privacy notice with relevant University staff and Public Health England and Barnet Public Health, for the purposes of managing health and safety within the University community of staff and students, for the benefit of staff and students. This will support our efforts to prevent and manage outbreaks of Covid-19. For example, 70% of our students commute and live in more than 30 different local authorities. Therefore the NHS Test and Trace service would benefit by knowing about attendance and close contacts within the university setting in order to help prevent outbreaks across these communities.

4. How we share your personal data

We may share your personal data with:

- departments at Middlesex (Accommodation, Health and Safety, Student and Wellbeing and other support services)
- with Public Health England and Barnet Public Health.

5. Obtaining Consent for the Personal Data we collect from you and your legal rights

When you complete a form to provide the personal data we collect from you as stated in section 2 above, there is a consent section. By submitting the form you consent to us sharing the personal information we collect in the form with relevant University staff and relevant individuals in Public Health England and Barnet Public Health.

You are not under any obligation to complete a form. You do so voluntarily, but by submitting the form you are providing your consent to us collecting the information and using it for the purposes set out in 3 above.

You have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues (www.ico.org.uk).

Further Information on University Policies concerning Data Protection can be found at the following links:

- The University also has general Student and Staff Privacy notices at the following links:
<https://www.mdx.ac.uk/about-us/policies/privacy/privacy-policy-for-current-students>
<https://www.intra.mdx.ac.uk/tools-policies/policies-and-guidance/information-governance/general-data-protection-regulation-gdpr/privacy-notice>
- The University's Data Protection Policy at the following link
<https://www.mdx.ac.uk/about-us/policies/privacy>]
- The University's Subject Access Request Policy is:
<https://www.mdx.ac.uk/about-us/policies>

If you wish to make a request about the information we hold about you, or about how long we hold information for, you may make a subject access request. You may request such information by emailing the Universities Data Protection Officer at: dpaofficer@mdx.ac.uk