

Teesside University Privacy Notice

1. Purpose of this Notice

This Privacy Notice tells you how Teesside University collects, holds, processes and in some cases transfers your Personal Data. Under the GDPR (General Data Protection Regulations) we are required to provide you with certain information about how and why we do this. Where you have a choice to determine how your Personal Data will be used, we will ask you for consent. Whenever you give your consent for the processing of your Personal Data, you also have the right to withdraw that consent at any time.

We may amend this notice to reflect changes to our website, business, data protection law or other legislation. For this reason, we ask that you revisit this notice on a regular basis.

2. Why your Personal Data is Collected

You do not have to give us any Personal Data in order to use most of this website. However, if you wish to take advantage of some of the more special, personalised services that we make available, or apply for a job through the website you may be requested to provide certain Personal Data.

If you are a student we hold and process Personal Data relating to you. It is essential to do so in order for the University to carry out its functions and manage its operations, provide services to you and meet certain legal requirements. Examples of the purposes for which the University uses your Personal Data include:

- processing your application;
- enrolling you as a student and maintaining your student record;
- administering your course and academic progress;
- sending you information you have requested;
- administering the financial aspects of your studies, including tuition, accommodation and fees;
- providing or offering facilities and services to you during your time as a student and thereafter as part of the University's legitimate business (IT access, library access, computing, sports facilities, university accommodation, TU Student Union, Alumni membership) and activities;
- submitting reports and statistics, which the University is required to return to relevant educational and professional bodies;
- monitoring equal opportunities;
- prevention and detection of crime such as using CCTV or attaching photos to ID cards;
- fundraising and marketing;
- processing student academic appeals and student discipline cases; and
- providing student support services, such as counselling or careers.

The University may, in order to protect the vital interests of students or another person, contact 3rd parties such as medical professionals or next of kin concerning the health of a student when it believes it is reasonable and /or in your best interests to do so. The University will attempt to gain prior consent from you, but we may act in such circumstances without consent.

3. How Personal Data is Collected

If you are a student of the University you will be asked to provide Personal Data at different stages of your time with us from enrolment to graduation and beyond if you become an alumni member. Below is a summary of how Personal Data is collected:

- **Automatic collection when you visit this website:** as with most websites when you access these web pages certain information will be recorded by the University, such as your IP

address, browser type and information about web pages you have visited (see Cookies in section 4 below for further information). This information is processed to work out how much use of the website is made by different users;

- **When you are requested to provide information on this website** such as when requesting a brochure, registering for an event, purchasing something from our online shop, applying for a job, adding something to facebook, commenting on You Tube, FLKR and Twitter;
- **As part of student registration and beyond** when you fill out your UCAS form, during enrolment/registration, annual re-enrolment, and various other departmental related activities such as secondments, apprenticeships, internships, or related activities, where you are requested to give your consent for the University to process your Personal Data. The University will hold your Personal Data during and after your studies including after graduation and as part of the Alumni Association; and
- **By a 3rd party** when UCAS pass your details to us.

4. What Personal Data Is Collected

Through this website: you do not have to provide any Personal Data when you visit the Teesside University website if you are just reading and downloading information. We will only collect Personal Data where you knowingly supply the information through using online forms or by sending us an email. However, as is the case with most web servers, our server will automatically collect the following information:

- *Search engine*- our search engine is powered by System Associates. Search queries and results are logged anonymously to assist us to improve our website and search capability. No user specific data is collected by us or any third party;
- *Requested URL (Uniform Resource Locator)*- which identifies the web address;
- *IP (Internet Protocol)* - your IP address;
- *Referring URL* - when you click on a link in a web page your browser moves to a specified link. When the browser requests the new page it sends along the URL of the previous page. The sent along URL is called a referring URL;
- *Domain name* - from which you access your internet;
- *Software (browser/operating system)* - used to access the page;
- *Cookies* - you can read more about how we use cookies by accessing our Cookies Policy on the [University website](#);
- *Google analytics* - we use a third party service, Google Analytics, to collect standard log information and details of visitor behaviour patterns. This tells us the number of visitors to the site. This information is processed in a way which does not identify anyone;
- *E Newsletters*- we use a CRM system (Microsoft Dynamics) with an email add-on provided by Click Dimension, which allows us to check how many emails have been read and whether any attachments or links have been accessed;
- *Online reporting tool* - we use some software called Inspectlet (<https://inspectlet.com/>) which provides anonymous eye-tracking heatmaps, tracking mouse movements, scrolls and clicks on our webpages. This allows us to understand our user behaviour in further detail;
- *Social Media* – we use a third party to help monitor our name/brand across social media channels. They also help us to collate performance reports and schedule our content for publishing; and
- *Security and performance* - we use software to test security and performance none of which collects or processes Personal Data.

As part of student registration and beyond

To manage its operations, provide services to you and meet certain legal requirements, the University may process Personal Data such as name, address, date of birth, programme studied, fee payments, information about examinations, assessments and results. The University may also collect and process

some **Special Category Data** (formerly known as Sensitive Personal Data), including information about trade union memberships, political opinions, your health and disabilities (to provide support and access to University services), your racial or ethnic origin and sexual orientation and religious beliefs (for equal opportunities monitoring).

Email

We monitor emails sent to us, including file attachments for viruses and malicious software. You have a responsibility to ensure that any email you send is within the the law. We may also monitor email to ensure that they are used in accordance with the University's Policy and to prevent and detect crime.

When you join us you will be given a University email address. You will be able to access your emails using the University's website. Routine activity, logging of the use of this email and other ICT based systems takes place to ensure the proper functioning of those systems. There may be exceptional circumstances when a duly authorised officer of the University is permitted to monitor an individuals activity without prior consent. This is outlined in our ICT Privacy Monitoring Policy and the IT Acceptable Use Policy accessible on the University website.

Visual Images

When you join us as a student you will be required to provide a photograph to be used on your campus card. This photograph may also be:

- published on a departmental website;
- attached to hard copy records that are stored securely and available to a select number of staff that require access;
- used on departmental lists or pictureboards that may be displayed in public buildings or the University; and
- attached to an electronic student record that can only be viewed by University staff

From time to time we may commission photography or live imaging on campus or at specific events, such as graduation ceremonies. Whenever the University takes steps to photo or film around the University we will attempt to display a Photo /Film warning notice in the area. If the photo or filming is of individuals or small groups we will request consent from those whose images are the focus of the photo or film.

As the University is accessible to the public some areas will be considered to be public areas. It may be that individuals take photos there which may incidentally capture you as a passer by in the background. In this case there is no need to obtain your consent.

Applying for a job

If you are applying for a job with us we will need to ask you for certain Personal Data and use it to asses your suitability for employment. You do not have to provide what we ask for but it might affect your application if you do not. The Personal Data you provide us with will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements. We will not share any of the information you provide during the recruitment process with any third party for marketing purposes. The information you provide will be held securely by us whether in electronic or physical format. See Job Applicants, section 9.

5. How The University processes and shares Student Personal Data

We process Personal Data to enable us to provide education and support services to our students and staff; administration of staff and contractors; advertising and promoting the University and the

services we offer; publication of the University magazine and alumni relations, undertaking research and fundraising; managing our accounts and records and providing commercial activities to our clients. We also process Personal Data for the use of CCTV systems to monitor and collect visual images for the purposes of security (see our CCTV Policy) the prevention and detection of crime and, where necessary, to assist with serious disciplinary matters and/or breaches of University Regulations.

Your Personal Data may be shared as follows:

- between University departments as necessary;
- **Monitoring:** your Personal Data is used to administer the University's services and facilities, including supporting and monitoring use of the TUSC (Teesside University Smart Card), the IT facilities and the Library and Information Service. Access controls may be applied to particular services, such as computing facilities and some entrances. This Personal Data is processed for security purposes and may be used as evidence of breach of University regulations or breach of law in the prevention, detection and prosecution of crime. We also use Personal Data to comply with its sponsor duties (UKVI) and in meeting professional statutory regulatory body requirements. The University uses CCTV systems throughout the campus to assist in safeguarding your personal security and to aid the prevention, deterrence and detection of crime. Such processing is carried out in accordance with its CCTV Policy and Procedure.
- In some circumstances, the University may use a third party to process your Personal Data on our behalf. In such circumstances, the University will maintain a contract with the third party that ensures that your data is processed only for specific purposes under our instruction and is handled securely and in line with Data Protection principles and those required under GDPR.
- The University also monitors your engagement with your course, including attendance, to assist the University in the provision of pastoral care.

6. How Your Personal Data is shared with 3rd parties

The University will only share your Personal Data with external third parties where:

- we have your consent, or
- we are required to do so under a statutory or legal obligation, or
- we are permitted to do so in accordance with the Data Protection legislation.

We may pass Personal Data to third parties in the following circumstances:

- to suppliers (such as IT service providers) who process information on our behalf;
- to independent suppliers who are under a contractual obligation to assist us with our business operations;
- to law enforcement or regulatory or professional bodies if required to do so by them;
- if required by our internal auditors.

Where necessary or required we share information with:

- **Teesside University Students' Union (TUSU):** TUSU is a separate legal entity from Teesside University and therefore a separate data controller. If you become a member of the Students Union some of your Personal Data will be shared with Teesside University Students' Union. Sharing of your Personal Data is governed by a Data Sharing Agreement between the University and the Students Union. This agreement provides a full description of the information shared and the purposes for which it is shared, such as administering its clubs and societies, to communicate with its members, to hold elections, to provide welfare services, and to market services etc. You can exercise your right to opt out of sharing

your Personal Data, by e-mailing dpo@tees.co.uk. Should you decide to opt out of membership of the Students' Union you are entitled to ask them to delete the Personal Data they hold about you.

- **Higher Education Statistics Agency (HESA), HE funding councils and other government bodies:** The University will share some of your Personal Data with HESA, HE funding councils, other government bodies and/or third party organisations working on their behalf. A full description of the Personal Data which is shared with HESA and what they use it for can be found in the HESA Student Collection Notice on the HESA website. The University and HESA may compare your data to educational records from previous years to check the levels of your current qualifications in order to determine the fees you are required to pay.
- **Office for Students (OFS):** The University is required to pass Personal Data about its final year undergraduates the OFS or their agents, in order for them to carry out the National Student Survey. This survey gives final year students the chance to give feedback on their experiences at the University. It is described in detail on the National Student Survey website. The University will pass your name and contact details to the agent carrying out the survey. The agent may then contact you to take part. You do not have to take part in the survey and you can opt out at any time by contacting the agent and providing them with verification of your identity by confirming your date of birth.
- **Sponsors/funding bodies/government departments:** Relevant Personal Data including periods of attendance will be shared with formal funding bodies including the Student Loans Company (SLC) and Student Finance as this will affect your right to receive funding. The University will confirm periods of attendance, assessment results and similar Personal Data to external bodies such as Local Authorities, tax collecting bodies and professional statutory regulatory bodies where it is necessary and reasonable to do so. The University provides information to Local Authorities for the purpose of administering your council tax exemption including a list of currently enrolled students living within specific postcode boundaries. The University is obliged to share your Personal Data with UKVI as appropriate including failure to attend or interruption to study. If you undertake an apprenticeship, the University will share relevant Personal Data such as name, study details, national insurance number and date of birth with the Education Skills Funding Agency (ESFA) in order to claim funding for your study. Similarly, if your programme of study is funded by the NHS, relevant Personal Data will be shared with Health Education England (HEE).
- **UK agencies:** Data protection laws allow the University to disclose your Personal Data to relevant bodies without your consent relating to the prevention/detection of crime, the apprehension and prosecution of offenders, the protection of an individual's vital interests/welfare or safeguarding national security. Non-exhaustive examples include benefit or tax inspectors, the Police, UKVI and the Foreign & Commonwealth Office (FCO).
- **Sponsors:** Where your funding organisation requests progress reports, the University will normally comply. Any queries about the provision of such reports should be addressed to the funding organisation.
- **Professional bodies:** The University is obliged to share your Personal Data with professional bodies to confirm your qualifications and accreditation of your course. Your Personal Data may be shared with professional bodies where concerns about your fitness to practice have been raised, including where external examiners raise concerns during the external marking process. In respect of fitness to practice, your Personal Data will only be shared when deemed necessary by an appropriately qualified professional employed by the University.
- **Financial sponsors:** If your tuition fees are paid under a sponsorship, scholarship or loan arrangement by an external organisation (e.g. your employer), the University may share Personal Data relating to your attendance and academic progress.

- **Education institutions and placement providers:** If you are involved in study arrangements with other organisations, e.g. exchanges or placements, the University may disclose some of your Personal Data to the relevant provider including those outside of the European Economic Area (EEA).
- **Turnitin®:** The University uses the Turnitin® UK system as a plagiarism detection source. The Turnitin® system compares the student's work against a variety of sources. You will be required to provide basic Personal Data (e.g. name, e-mail address, course details) to use the Turnitin® service. Turnitin's Privacy Statement provides further information regarding the collection and processing of your Personal Data.
- **Debt recovery/credit control:** Your Personal Data may be shared with third parties attempting to recover debt on behalf of the University where internal debt recovery procedures have been unsuccessful. The University may also include details of an outstanding debt in any reference or verification of results supplied to a third party as per section 5(e) of the University's Fees and Charges Regulations.
- **Insurance:** The University may share your Personal Data with its insurers for the purpose of providing insurance cover or in the event of a claim.
- **Parents, guardians and other relatives:** The University will not disclose your Personal Data to parents or relatives without your consent, other than in exceptional circumstances.
- **Graduation:** Graduate names, programmes and classifications are published within the University, printed in the graduation brochure and released to the local media and published on our website. Graduation ceremonies are regarded as public events and may be recorded and/or live streamed by the University. During graduation ceremonies we distribute freepost postcards to graduates to allow you to sign up to the alumni association with your up to date details. We will also direct graduates to update their details via an online sign up form www.tees.ac.uk/sections/alumni/welcome.cfm
- **UK Border Agency:** the University will provide Personal Data about our students to the UK Border Agency in order to fulfil our duties as an Approved Education Provider.
- **Disciplinary Procedures:** we may process your Personal Data in the course of disciplinary proceedings or academic appeals. This may require us to disclose the Personal Data to third parties.
- **OSCAR-** at the University we have the Office of Student Complaints, Appeals and Regulations. Their role is to ensure that students receive advice on matters relating to any issues or concerns which you may experience during your time at the University. OSCAR deal with, academic appeals, student complaints, fees and charges, fitness to practise, academic misconduct, extenuating circumstances, admissions appeals process, UKVI Tier 4 compliance policy, academic misconduct and research misconduct. If you engage with the services of OSCAR your Personal Data may be shared with relevant parties around the University in order to deal with your matter.

Other 3rd parties

Online shop: We use a 3rd party to operate our online shop called WPM Education. Some of the Personal Data which you provide us with when using the online shop (to place an order) will be securely passed to WPM who act on the University's behalf to provide the online shop services, including payment services. The Personal Data you have provided us with will be added to our secure CRM database. Our CRM database will help us build a profile of what you are interested in. The CRM system will then auto generate what information we send to you (in the future) based on the information you have provided us with. If you are an international student we may transfer your Personal Data to one of our overseas offices (with a view to them contacting you). If we do we will ensure they are aware of their obligations to process your Personal Data securely.

Enrolment and Marketing: Uniquest act on our behalf to manage enquiries, nurture and track from early enquiry stage to enrolment, contacting students directly. They pick up offer holder communications through to enrolment. Uniquest also assist us with marketing our courses, services and events (see section 7 headed Marketing of this notice for further details). We contract with UniQuest to act as data processors on our behalf. They only perform activities explicitly expressed by us. UniQuest will process your data in order to respond to your enquiry, communicate content specifically regarding the University that you have agreed to receive and act as a proactive enquiry service as you progress through your application to study with us. UniQuest will process your data in accordance with GDPR and the data privacy statement that can be found at <http://www.uni-quest.co.uk/privacy-policy/>

John Smiths Bookshop: This is a business separate from the University. They often offer students free book vouchers and discounts. We may transfer your information to them so that they can set up an online account and apply any relevant discounts. We have entered into a data sharing agreement with them to ensure they comply with their obligations to protect your Personal Data.

After you graduate:

- **Records:** The University will need to maintain some records relating to you after you graduate. This will allow us to verify your award, provide transcripts of your marks, opportunities for further study, academic references, careers support, alumni and networking services. Some of these records will need to be retained indefinitely so that we may confirm to future employers that you were a student here. Your other records containing Personal Data may be kept for variable periods but the majority for no longer than 6 years. Please contact the Data Protection officer should you have any queries relating to this.
- **Surveys:** The University participates in surveys about the destinations of its graduates. Approximately 6 months after you graduate, we will contact you to ask you to complete the HESA 'Destination of Leavers form HE survey'. You may also be included in a sample of leavers who are surveyed again a few years after they graduate.
- **Alumni:** The University may transfer your details to the Alumni Association. If you are a member of the University's Alumni Association. You will receive emails from Alumni about the benefits of staying in touch. The Alumni webpage provides further information as to how your Personal Data will be used. If you wish to opt out of receiving any communications relating to alumni please contact alumni@tees.ac.uk. You may be sent an alumni survey in which we give alumni an opportunity to update your details. You may also be asked to update your contact details as part of your graduation. We consider your relationship with alumni to be lifelong. We will keep a record of you until you tell us you no longer wish us to keep in touch.
- **Award verification:** University awards are a matter of public record. The University may therefore disclose to third parties whether or not you have received an award and if so, the date and classification, without notifying you. Such a disclosure would be subject to a check regarding the origin of the request.
- **References:** Academic staff may agree to provide a reference for you if you apply for a job or further study. You should ask permission from the staff member.

7. Marketing

We like to keep you up to date with our news and activities. We may do this by sending you information by email, social media, post, telephone call or text message. In order to do this we operate a database that contains your Personal Data.

Our marketing team are passed Personal Data we obtain from:

- a request we may receive to order a prospectus;
- on campus registration;
- online registration to attend a course;
- *Internal Events*: forms you may complete at one of our events, such as talks you may attend with one of our feeder institutions, on campus events, open days, discovery days, taster sessions, on campus registration etc
- *External Events* such as:
 - *UCAS events* where UCAS provide an app that we use for scanning barcodes on students name badges at the exhibitions. The app is housed on our department ipads. Personal Data is automatically uploaded to our secure UCAS area. We then download this data as an excel file and import it into our secure marketing database.
 - *UK University Search events* UK University search provide us with a sheet at each event of attendees which we add to our secure marketing database.

If you register your interest with us direct or through a 3rd party working on our behalf, you will be given the opportunity to opt in to receive future marketing communications. This will be done at the point where your Personal Data is first collected.

If you register to attend one of our events, apply for a prospectus, or apply to us to undertake a course, your Personal Data may be passed to us by a 3rd party to fulfil your request. As part of this process you can opt-in to receive marketing communications.

We may use software to assess if you open emails we send you and whether you access links or documents we send.

Any marketing communications which you receive will provide you with a simple and transparent way to unsubscribe. Any requests to unsubscribe will be acted upon promptly. In the unlikely event you have any problems with unsubscribing, please contact our Data Protection Officer at dpo@tees.ac.uk

We do use a company called Uniquet and they assist us with our marketing communications. It may be necessary for us to transfer your Personal Data to them so that they can assist us with sending out emails, text messages and letters to you. We ensure they are aware of their legal obligations in relation to holding your personal data and they have contractually agreed to this.

Any information you provide us with will be added to our secure CRM database, and may be shared with your current school and/or college for reporting purposes, including attendance at University activities/events. Our CRM database will help us build up a profile of what you are interested in. The CRM system will then auto generate what information we send you (in the future) based on the information you have provided us with.

We do not sell your Personal Data to 3rd parties.

8. Clinics

The University runs a number of clinics which are serviced by students wishing to gain experience in relation to the particular field in which the clinic operates. Members of the public are able to access these clinics and in order to take advantage of the services offered may need to provide some Personal Data. Each department will provide information as to how your Personal Data will be held, processed and in some cases transferred, at the time they collect the Personal Data from you. Some of the clinics offered are Teesside Sports Injury Centre, the Law Clinic and the Psychotherapies Clinic.

9. Job Applicants

If you are applying for a job with us we will need to ask you for certain Personal Data and use it to assess your suitability for employment. You do not have to provide what we ask for but it might affect your application if you do not. The Personal Data you provide us with will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements. We will not share any of the information you provide during the recruitment process with any third party for marketing purposes. The information you provide will be held securely by us whether in electronic or physical format. The following demonstrates how we go about processing your application:

- **Online applications through this website** within the online application you will be asked to include your name, Date of Birth, National Insurance number, DFES number (if applicable), address, telephone number, email, employment details, education, and qualifications, training and staff development, professional memberships, referees, DBS information (if relevant), eligibility to work in the UK and any relationships with the University, sexual orientation, national insurance number, any criminal convictions, and a health questionnaire. Details will be kept for a period of 6 months.

You will also be asked as part of your application to complete an equal opportunities questionnaire. This is not mandatory information and if you choose not to provide it, this will not affect your application. Any information you provide will be used only to produce and monitor equal opportunities statistics and will not personally identify you (except where it is required to make reasonable adjustments as part of the interview process or employment).

- **Shortlist of applicants** - in order to determine who we wish to interview your application will be passed to the relevant hiring manager and interview panel members and together with the HR team they will draw up a shortlist of candidates to interview.
- **Assessment day** - if you have been shortlisted for a job we may invite you to an assessment day. As part of this day you will be required to provide proof of your identity. During this you may be asked further questions and we may take notes whilst you are doing a presentation or being interviewed. If we don't take your application further, we may give you the option to have your details kept on file for the next suitable opportunity. If you agree, we may use your Personal Data to contact you again in the future should another suitable vacancy arise.
- **Conditional Offer** - if this is made this will be dependent on pre-employment checks being carried out. As part of this you may be required to provide proof of your identity, proof of eligibility to work in the UK, proof of qualifications, evidence of current/most recent salary, confirmation of membership with professional bodies (if relevant), agree to us contacting your referees, driving licence details (if relevant) complete a health questionnaire which may be passed to our internal occupational health service practitioner.
- **Final offer** - if the pre-employment checks are acceptable you will be made a final offer. During this stage we will require you to provide your bank details, and emergency contact details. You may also be required to complete an HMRC starter checklist.
- **Third Parties** - we may need to use the services of a recruitment agency from time to time, in particular, for temporary staff and senior staff. In this instance the recruitment agency will transfer personal details to us.
- **Retention:** if you are unsuccessful, the information you have provided us with will be held for 6 months. If you are successful the [Privacy Notice for Staff](#) available on the University website will detail how we deal with your Personal Data.

10. Transfers of Personal Data outside of the EEA

We may pass Personal Data to other organisations within or outside the EEA who are contracted to provide services to us where the transfer is necessary for the provision of those services. We may also transfer your Personal Details to one of our overseas office to progress your application or to contact you to see if you still wish to join the University. Some of these countries may not have the same level of data protection as the UK. If we make such a transfer we will put a contract in place to ensure the 3rd party is aware of its responsibilities under the General Data Protection Regulations.

11. Security of Personal Data

We take technical and administrative steps to protect all of the Personal Data we hold. Only authorised employees and contractors have access to your Personal Data. Despite this no system on the internet is 100% safe. Although we do our best to protect your Personal Data, we cannot guarantee the security of your data transmitted over the internet; any transmission is at your own risk. Once we have received your Personal Data we will use strict procedures and security features to try to prevent unauthorised access.

12. Personal Data Retention Periods

We will retain your Personal Information for the period outlined at the time the data is collected and only retain the Personal Data we hold about you as long as necessary and in accordance with the University's Retention Policy.

13. Your Responsibilities

Updating your details: GDPR requires that Personal Data is accurate. It is essential that you let the University know if your contact details change. If the University does not have the correct contact details, we cannot take responsibility if any information you require is sent to the wrong address. This could have serious consequences e.g. missing an exam or deadline.

Processing Personal Data: You must comply with the University's Data Protection Policy and the General Data Protection Regulations if as a student you have access to the Personal Data of others or if you wish to collect or process any Personal Data as part of your studies or research. You must ensure that you notify and seek approval from your supervisor before any processing occurs. If you are processing Personal Data other than as part of your studies, you should contact the Information Commissioner's Office (ICO) as you will not be covered under the University's registration.

14. Your Rights

As a data subject you have certain rights:

- **The Right to lodge a complaint with a Supervisory Authority** - If you think there has been a breach of the General Data Protection Regulations you have the right to lodge a complaint with a supervisory authority, of the country in which you are resident, studying or working. The details of the Lead Supervisory Authority is detailed below;
- **Right to Erasure (Right to be Forgotten)** - You have the right to have the Personal Data we hold about you erased without undue delay;
- **Right to object** - You have the right to object at any time to the processing of your Personal Data. To object to or opt out of any data processing or data sharing by the University please e-mail the Data Protection Officer at dpo@tees.ac.uk. The University will consider your request however, it may not always be possible to facilitate such a request. The University is required by law to collect and process some Personal Data and it may not be possible for you to continue as a student of the University, if the University ceased processing certain data, as we would not be able to carry out our educational purpose.

- **Right to withdraw Consent** - Where consent forms are the basis for processing, you have the right to withdraw your consent to the processing at any time.
- **Right to Data Portability** - If you request us to we will transmit your Personal Data directly to another organisation.
- **Right to Rectification** - you have the right to ask us to rectify inaccurate information held about you without undue delay.

15. Access to Personal Data

You can find out what information we hold about you by making a subject access request. If we do hold information about you we will give you a description of it, tell you why we are holding it, tell you who it could be disclosed to and let you have a copy of the information in intelligible form. The request can be made free of charge, by writing to the Data Protection Officer, details of which are below.

16. Contact Details of the Data Protection Officer

The Data Protection Officer is contactable at Teesside University, Middlesbrough, Tees Valley, TS13BX, UK, telephone number +44 (0)1642218121, email: dpo@tees.ac.uk

You may contact our Data Protection Officer directly with any queries relating to Data Protection.

17. Name and address of the Controller

The Controller is an organisation which determines the means and purpose of processing your Personal Data.

The Controller is Teesside University Middlesbrough, Tees Valley, TS13BX, UK, telephone number +44 (0)1642218121, dpo@tees.ac.uk

18. Name and Address of the Lead Supervisory Authority

The Lead Supervisory Authority overseeing the Controller is The Information Commissioner's Office (the 'ICO'), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF, United Kingdom, phone +44 (0)3031231113, Email: casework@ico.org.uk. Website: <https://ico.org.uk>.

A comprehensive list of the purposes for which the University processes Personal Data are notified to the Information Commissioner's Office (ICO) and can be viewed on the office of the information Commissioner's Register. To view the University's registration you can use the search form for the Register and enter the University's registration number Z5567143.

Version control table

Version No	Nature of change	Author	Date made	Date DOC accepted
2	New Version to comply with GDPR	CJ	March 2018	