

## **Privacy Notice – Midlands Enterprise Universities**

### **Introduction**

Your privacy and protection of your personal information is very important to us and we are committed to robust compliance with the General Data Protection Regulation 2016/679 and the Data Protection Act 2018.

This privacy notice explains what we do with your personal information, your rights and how we protect it. This notice provides important information about how **Midlands Enterprise Universities ("MEU")**, and the institutions it is comprised of identifies and manages its Data Protection responsibilities in accordance with its legal and regulatory obligations.

### **Who are we**

**MEU** is a partnership of seven entrepreneurial universities working together to support the Midlands Engine for Growth with the ambition to drive productivity and growth in the Midlands through skills, innovation and enterprise.

The Midlands Enterprise Universities comprises the following universities:

#### **University of Derby**

Kedleston Road, Derby DE22 1GB

#### **University of Wolverhampton**

Wulfruna Street, Wolverhampton  
WV1 1LY

#### **Coventry University**

Priory Street, Coventry, CV1 5FB

#### **De Montfort University**

The Gateway, Leicester, LE1 9BH

#### **Nottingham Trent University (NTU)**

50 Shakespeare Street, Nottingham,  
NG1 4FQ

#### **Birmingham City University**

University House, 15 Bartholomew Row,  
Birmingham, B5 5JU

#### **University of Lincoln**

Brayford Pool, Lincoln, LN6 7TS

For the purposes of the General Data Protection Regulation and Data Protection Act 2018, NTU is the Data Controller in respect of personal information. You can find us in the Information Commissioner's register of organisations who have paid the Data Controller fee [here](#).

We may need to update this Privacy Notice from time to time. If changes made to this Privacy Notice are considered to be material, we will notify you of the changes.

### **Information we collect**

We obtain personal information about you from you as follows:

- a. You provide personal information when you contact us via our website or in person;
- b. You provide personal information through access to our website or registration for information about MEU;
- c. You provide personal information when you undertake or are involved in any of the MEU activities;
- d. You provide personal information as part of any discussions with the MEU team, partner universities or representatives of the MEU.

We may process the following personal information about you:

- a. Your title, full name (including alias);

- b. Your contact details (telephone number, email and/or postal address);
- c. Your business details (such as job title and work address);
- d. Information available through the internet or media;
- e. Your dietary and/or accessibility requirements where you provide them to us.

The MEU consortium uses cookies to improve the content of our website and the experience of the users of our website; please be assured that these do not allow for us to identify you personally. You can find our cookie policy [here](#).

Nottingham Trent University's website policy is available [here](#).

## **Why we process your personal information**

We process the personal information of individuals who are interested in MEU and what we do to enable us to boost our region's economy through collaborative partnerships with the government, regional stakeholders and industry. The lawful basis for the work being done by the MEU consortium is **task in the public interest**. However, we rely on our consent where you are interested in being involved in the consortium's wish to boost the region's economy.

## **How we use your personal information**

We will use your personal information for the administration of your involvement with MEU and to manage any request for information that you make. We will use your personal information to keep in touch with you and provide you with information about the MEU and its products and services.

We will also use your information to provide statistics through the research undertaken by the MEU. This will be through anonymisation; you will not be able to withdraw consent with regard to participation after this point.

Anonymised data is likely to form part of a research publication, conference presentation or public talk.

## **Sharing your personal information**

Your personal information will be kept within the institutions that form the MEU. If you request that we contact a third party on your behalf, your personal information may be disclosed to this party for the purposes of effecting your request. NTU, as the Data Controller, will hold all personal information provided as part of an individual's involvement with the MEU.

In addition personal information will be shared with external auditors for the purposes of checking compliance and for audit purposes.

Your personal information will not be shared for commercial or marketing purposes.

Where necessary we will share information required by law or in the public interest, with, for example, the police or HM Revenue and Customs, any relevant regulator or to exercise or defend our legal rights.

Your personal information will not be transferred to countries outside the European Economic Area (EEA) but where information is required to be shared outside the EEA we will ensure appropriate safeguards are in place such as contractual controls and (for US-based Companies) the Privacy Shield Scheme.

## **Retaining your personal information**

We will not store your personal information for longer than is necessary. We will ensure that our trusted partners and selected third parties with whom we share your personal information in accordance with this Privacy Notice will delete your personal information when they no longer require it.

If you wish to request for any of your records to be removed from our records, or would like to opt-out of any or all communications from the MEU, please see 'How to Contact Us' and 'Your rights' below for further information.

## **Security of your personal information**

The Consortium Partners of MEU have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business requirement to know.

## **How we keep your data secure in other countries**

Your personal information will not be transferred by us to other countries unless you request us to do so as part of the MEU project.

## **Your rights**

You have a range of rights over your personal information. Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you.
- **Request correction** of any inaccuracies relating to your personal information we hold about you.
- **Request erasure** or deletion of your personal information when it is no longer required or right to ask us to stop contacting you with direct marketing.

## **How to Contact us**

Should you have any queries, suggestions or issues, please do not hesitate to contact us on [MEUOffice@ntu.ac.uk](mailto:MEUOffice@ntu.ac.uk).

If you are not satisfied with how MEU or NTU manages your personal data, you may wish to contact NTU's Data Protection Officer at [DPO@ntu.ac.uk](mailto:DPO@ntu.ac.uk) or complain to the ICO at <https://ico.org.uk/global/contact-us/>

Please read this Privacy Notice carefully and contact our Data Protection Officer if you have any questions about our privacy practices or your personal information choices.

We may need to update this Privacy Notice from time to time. If changes made to this Privacy Notice are considered to be material, we will notify you of the changes.