

DATA PROTECTION ACT 1998 – MEMBERS OF THE PUBLIC

1. If you have a relationship with the University, we may process data about you that relates to this relationship. Such processing will be in accordance with the Data Protection Act 1998 and with the University's Data Protection Policy.

Detailed information is available about how the University uses your data if you are a student, graduate, applicant, member of staff or a patient of the University's podiatry clinic. This can be found at <http://www2.hud.ac.uk/cls/it/recordsmgmt/dataprotection.php>.

2. Your personal data will be held securely and will only be used for the purpose for which you have given it. For example, if you have requested information about upcoming performances or exhibitions, your name and address will only be used to supply you with such information.

If you have requested information be sent to you, such as the dates of forthcoming open days, you will be able to "opt out" of future mailings each time information is sent. You will also be able to update your details.

3. The processing of some data may be undertaken on the University's behalf by an organisation contracted for that purpose. Such organisations will be bound by an obligation to process data in accordance with the Data Protection Act and any specific contractual arrangements with the University. The minimum personal information necessary for the fulfilling of that contract will be passed on.

- i) If you order a printed prospectus, your request will be processed by Linneys.
- ii) if you search for and/or access bibliographic resources such as journal articles, your request may be routed through the UK OpenURL Router Service (openurl.ac.uk), which is administered by EDINA at the University of Edinburgh. The Router service captures and anonymises activity data which are then included in an aggregation of data about use of bibliographic resources throughout UK Higher Education (UK HE). The aggregation is used as the basis of services for users in UK HE and is made available to the public so that others may use it as the basis of services. The aggregation contains no information that could identify you as an individual.

4. The University protects the information it has about individuals and the standard response to enquiries about individuals is that information cannot be disclosed to other organisations and/or individuals without consent.

5. The University may hold datasets containing information about individuals, for the purposes of academic research only. As far as possible such data will be anonymised so that the identification of an individual is not possible. The data will be held securely and will not be used in such a way as to affect individuals.

Where the dataset is provided by another organisation, the University will abide by any agreement or instructions about how the data may be used.

6. You have the right to access the information the University holds on you. Any person who wishes to exercise this right should complete a subject access request form which is available from http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/informationgovernance/dataprotection/SAR_form.pdf; the University will make an administration charge of £10 on each occasion that access is requested.

7. The University Legal Officer has overall responsibility for data protection
Ms Michaela Boryslawskyj, University Legal Officer
University of Huddersfield
HD1 3DH
Tel: 01484 473000

Last updated March 30 2011