

PRIVACY NOTICE MUN (UK) LTD

At MUN (UK) Limited, we are committed to protecting and respecting your privacy.

This NOTICE explains when and why we collect information about our users, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Who are MUN (UK) Limited?

MUN (UK) Limited is a UK registered company limited by guarantee. The primary activity of the company is the provision of student and faculty accommodation, and teaching facilities at Harlow Campus, the international campus of Memorial University of Newfoundland; with the objective of directing the operation and development of the Harlow Campus. The principal place of business is, MUN (UK) Limited, Harlow Campus, The Maltings, St John's Walk, Old Harlow, Essex, CM17 0AJ.

The registered office is: Ince GD Corporate Services Limited, Aldgate Tower, 2 Leaman Street, London, E1 8QN.

How does MUN (UK) Limited collect and process your personal data?

We obtain information from you when you commence employment, become a MUN (UK) LTD Director, reside/visit at Harlow Campus or attend any organised event by Harlow Campus/MUN (UK) Limited/Memorial University of Newfoundland.

MUN (UK) Limited, complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that the appropriate measures are in place to protect personal data.

Reasons we collect personal data:

- To manage our employees – such as contracts, pay, emergency contacts
- To maintain our own accounts and records – Legal Obligation
- On MUN students residing at Harlow, medical information – Vital Interest
- To inform you of news, events and activities at Harlow Campus/MUN (UK) Limited/Memorial University of Newfoundland – Consent
- To contact you with respect to any fund-raising activities for The Harlow Campus Trust – Consent
- Emergency contact information for students and residents' – Legitimate Interest

This information is collected and only used to contact staff or residents in case of emergencies and not for any other reason.

- CCTV - Legitimate Interest
CCTV images are used for public and residents' safety interest and the prevention and detection of crime.

How long does MUN (UK) Limited keep your personal data?

MUN (UK) Limited, will keep your personal data for no longer than reasonably necessary. For MUN (UK) LTD employees it will be a period of 6 years plus current year to adhere to current UK law.

For those that give consent, we will keep personal data until such a time we are asked to remove this from our records.

All MUN students' emergency and medical information is deleted once they depart from Harlow Campus

CCTV recordings are retained for a period of approximately 28 days and automatically deleted thereafter.

Who has access to your information?

Your personal data will be treated as confidential, we will not sell or rent your information to third parties, and we will not share your information with third parties for marketing purposes.

We will only disclose CCTV recordings to the Police for crime prevention and detection.

You have a choice about whether you wish to receive information from us. If you do not want to receive direct communications from us, then you can choose to opt out by emailing us at harlow@mun.ca or by telephone on +44 (0) 1279 455900.

We will not contact you for marketing purposes by email, phone, and social media or text messages unless you have given your prior consent. You can change your contact preferences at any time by contacting us by email, harlow@mun.ca or by telephone on +44 (0) 1279 455900.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How you can access and update your information

You have the right of access to the personal information MUN (UK) Limited holds on you, this is commonly known as 'subject access request'. Individuals can make a subject access request verbally or in writing. We will require proof of identity from those seeking access to their personal information, and once gained we will respond to your request within one month.

The accuracy of your information is important to us. You can withdraw or change your consent at any time by contacting harlow@mun.ca . If you change your email address or any other information that we hold about you is out of date or inaccurate then please email us at harlow@mun.ca or write to us at MUN UK Limited, Harlow Campus, The Maltings, St John's Walk, Old Harlow, Essex, CM17 0AJ. Alternatively, you can telephone +44 (0) 1279 455900.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely.

Non-sensitive details (your email address etc.) are transmitted normally over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at harlow@mun.ca

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO is the UK's independent body set up to uphold information rights.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Review of this policy

We keep this notice under regular review.

This notice was last updated on 14 December 2022.