

MySMU App Privacy Notice

At St. Mary's University, we value your privacy and are committed to protecting your personal information. This privacy notice explains how we collect, use, disclose, and protect the personal data of students and staff when using our mobile application (the "App").

1. Information we collect

We collect and process various types of personal information from students and staff when using the App. This includes, but is not limited to:

- Full name
- Student/staff identification number
- Contact information (email address, phone number)
- Attendance records and geolocation at the point of check-in for face-to-face teaching sessions
- Personal preferences and settings
- Device information (e.g., device type, operating system)

2. How we use your information

We use the personal data collected through the App for the following purposes:

- Providing access to academic and administrative services
- Facilitating communication between students, staff, and faculty members
- Recording attendance at lectures and tracking academic progress
- Sending important notifications and announcements
- Analysing app usage and improving user experience
- Ensuring the security and integrity of the App
- Complying with legal obligations and university policies

3. Ability to accept.

By installing the App, you affirm that you are over eighteen (18) years old. If you are under eighteen (18) years old, you affirm that, prior to installing the App, you have reviewed this Agreement with your parent or guardian to make sure that you and your parent or guardian understand its terms and conditions and agree to them.

4. Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is a public task/official authority which covers activities undertaken as part of the core functions of the University.

5. What we do with it and who we share it with

All the personal data you submit is processed by staff at St Mary's University, Twickenham. Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job at St Mary's University, Twickenham. Your data will also be shared with our App provider, CampusM, part of the Ex Libris Group, to facilitate the core functions of the App. We will use any personal information that we may collect or obtain in connection with the App in accordance with this privacy policy. Once you sign the user agreement upon first opening the App, you will be confirming that providing us and our licensors with your personal information is of your own free will. Please also be aware that certain personal information and other information provided by you in connection with your use of the App may be stored on your Device and on servers operated by us and our licensors (even if we do not collect that information). You are solely responsible for maintaining the security of your Device from unauthorised access.

6. How long do we keep it for?

We retain your personal data for as long as necessary to fulfil the purposes outlined in this privacy notice, or as required by applicable laws and regulations. Once the data is no longer needed, we will securely dispose of it in accordance with our data retention policies.

7. Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. What are your rights?

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required.

9. How does geolocation work with attendance monitoring?

Location services must be turned on to check-in during face-to-face teaching events. The location is verified against the known position of the event venue to determine the distance users were from the known location at the time the check-in was made. If this distance is within the defined tolerated range, the check-in is considered valid. If the check-in was made outside of the tolerated range, it is considered invalid. As with most apps, you may be prompted if you want to turn on location services and you will have the option to agree to this or decline. If you decline, we strongly encourage you to communicate with the lecturer to complete your check-in.

10. Attendance data and GDPR

Attendance data and Engagement data is collected and used in accordance with the General Data Protection Regulation (GDPR) regulation on data protection.

11. Questions and complaints

If you have any queries about this privacy notice or how we process your personal data, you can contact us by email at foi@stmarys.ac.uk; by telephone: +44 (0) 20 8240 4267; or by post: Clerk to the Board of Governors, St Mary's University, Waldegrave Road, Twickenham TW1 4SX.