

## Terms and conditions for users' access to the University Transition 2021 course in Integral

In this document

1. **Course resources** refers to the learning materials for the University Transition 2021 course available in Integral.
2. **Course participant** refers to the user who has applied for and been granted access to the course resources

These are the terms and conditions on which we provide access to the course resources to course participants.

### Information about us and how to contact us

1. **Who we are.** "We" are Mathematics in Education and Industry, a private company limited by guarantee established in England and Wales. Our company registration number is 03265490 and our registered office is at Monckton House Epsom Centre, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XG. We are a registered charity in England and Wales under charity number 1058911.
2. **How to contact us.** You can contact us in relation to your access to Integral by writing to us at [resources@mei.org.uk](mailto:resources@mei.org.uk) or Integral, MEI, Monckton House, Epsom Centre, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XG, United Kingdom.
3. **How we may contact you.** If we have to contact you we will do so by writing to you at the email address you provide to us in your application for access to the course resources.

### How we protect your personal information

The term **Data Protection Legislation** in the below refers to

Any data protection legislation in force in the UK including the Data Protection Act 1998 or 2018 or any successor legislation, and (for so long as and to the extent that the law of the European Union has legal effect in the UK) the General Data Protection Regulation ((EU) 2016/679) and any other directly applicable European Union regulation relating to privacy.

1. For the purposes of the Data Protection Legislation, you, as the course participant, are the data controller and we are the data processor.
2. MEI will only use your personal information for matters that are essential in relation to the administration of the courses. It is likely that summary data will be collated for analysis of the impact of the courses. This data would not allow identification of any individual

3. A small administration team have access to site data. This team is obliged to keep personal data confidential in the Terms and Conditions for the courses. All data processing is compliant with the Data Protection Legislation
4. Unless it is required by Data Protection Legislation or any other applicable law, MEI will not share any course participant's personal data with any third party without the specific permission of that course participant.
5. MEI commits upon written instruction by a course participant, to delete or return personal data unless required by any applicable laws to store the personal data; and to delete personal data within 12 months of the course participant's Integral account ceasing to be active.
6. You consent to us appointing UKFAST <https://www.ukfast.co.uk> as a third-party processor of personal data incorporating terms which are substantially similar to those set out in this section.

### **Acceptable use of course resources**

1. Access to course resources provided to course participants is for their own personal use only.
2. Course resources may not be uploaded to any other website under any circumstances. This includes any site that is only accessible locally such as a school/college virtual learning environment or a school/college intranet.
3. We may suspend access to the course resources to all or some of the course participants:
  - to deal with technical problems or make minor technical changes
  - to update the course resources to reflect changes in relevant laws and regulatory requirements
  - if we suspect that there has been any misuse of your access to the course resources.