Data protection

As part of the Reward and Recognition offer the University has developed a recognition scheme which is accessed via a portal. To deliver the portal and to enable some of the awards to be made the University has entered into an agreement with Sodexo who have experience in providing recognition schemes and also have numerous clients.

Access to the portal is granted via MUSE using your University username and password and it is important that you keep these secure.

The portal holds the minimum information required for staff members to be able to access The Deal – Recognition Awards scheme and make use of the features it offers.

Data security is an important concern for the University and for our staff. Prior to entering the contract with Sodexo an assessment of the risks relating to data security and privacy was undertaken and after consideration the University is satisfied with the security controls put in place by Sodexo.

The relationship between the University and Sodexo is regulated by an appropriate contract which sets the relevant terms and conditions including technical and procedural security requirements in line with GDPR legislation.

Employers do not need to gain consent from staff to share their personal data with any third parties contracted to carry out business functions. Such processing meets the requirements of the General Data Protection Regulations because it is a legitimate interest of the Data Controller - in this case the University. The data in question is not Sensitive Data as defined within the Act: therefore a single justification for processing is sufficient.

Your personal information will not be sold or distributed to third parties by Sodexo.