

Medr Register System – Privacy Notice

Medr, the Commission for Tertiary Education and Research, is committed to protecting your personal information and respecting your privacy. This privacy notice explains how Medr processes personal information in connection with the Register of Tertiary Education Providers (the Register), including applications to join the Register, the assessment and decision-making process, and the publication of information on the public register.

This notice should be read alongside Medr's [corporate Privacy Notice](#), which provides general information about how Medr processes personal information across all of its functions. This Register specific notice explains how your information is used for this service.

2. What is the Register of Tertiary Education Providers?

The Register is a statutory register maintained by Medr in accordance with its regulatory responsibilities for tertiary education and research in Wales. It records information about providers who apply for, are assessed for, and (where successful) are registered with Medr, together with certain conditions of registration.

3. What personal information we process

In operating the Register, Medr may process the following types of personal information:

- Names, job titles and professional contact details of individuals acting on behalf of a provider (for example, application contacts or senior officers)
- Login and account details for authorised users accessing the Register system
- Communications between Medr and providers, including correspondence and queries
- Assessment records, decisions, and audit logs associated with applications
- Documents uploaded by providers as evidence in support of an application, for example, information relating to policies regarding equality, staff or student welfare, or Welsh medium provision

We do not seek to collect personal data about learners through the Register system. Providers are expected to ensure that information submitted is relevant, necessary, and proportionate to the registration process.

4. Why we process your personal information

Medr processes personal information through the Register in order to:

- Receive and assess applications to join the Register
- Determine whether providers meet the conditions of registration
- Record regulatory decisions and maintain an audit trail
- Monitor compliance with registration conditions

- Publish and maintain a public register of registered providers, as required by legislation
 - Communicate with providers in connection with the registration process
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5. Lawful basis for processing

The lawful basis for processing personal information through the Register is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Medr, and to comply with legal obligations placed on Medr as a regulator of tertiary education providers.

6. Publication on the public register

Where a provider is successfully registered, Medr is required to publish certain information on a publicly accessible version of the Register. This may include:

- The provider's name and registered status
- Registration category and date of registration
- Certain conditions of registration and standardised public facing statements of compliance

Before information is published:

- Only a defined and limited subset of information is selected for publication
 - Internal assessment notes and decision-making commentary are not published
 - Public facing information is reviewed to ensure it is accurate and, where required, available bilingually in Welsh and English
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7. Who we share your personal information with

Access to personal information within the Register is restricted to authorised Medr staff on a need-to-know basis.

We will not share personal information with third parties unless:

- We are required to do so by law
 - It is necessary to support our regulatory functions (for example, auditors or oversight bodies)
 - We have appropriate data sharing agreements or contractual safeguards in place
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8. How we protect your personal information

Medr has established physical, technical and organisational security measures to protect personal information processed through the Register, including:

- Role-based access controls and secure authentication
 - Audit logging of actions and changes made within the system
 - Secure hosting within Microsoft Power Platform services
 - Data stored in the UK only
 - Staff training and information governance policies
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9. How long we keep your personal information

Personal information processed through the Register is retained in accordance with Medr's records management and retention policies.

In general:

- Application and decision records are retained to support regulatory accountability and audit requirements
 - Information published on the public register reflects a provider's current registration status
 - Personal information is not retained for longer than is necessary for the purposes for which it was collected
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10. Your rights

Under data protection legislation, you have rights in relation to your personal information, including the right to:

- Request access to your personal information
- Request rectification of inaccurate or incomplete information
- Object to processing carried out on public task grounds
- Request restriction of processing in certain circumstances

These rights are subject to legal limitations, particularly where Medr is required to retain or publish information in order to meet its statutory duties.

Requests relating to information held on the Register can be made using the contact details below.

11. Data controller and contact details

Medr is the data controller for personal information processed through the Register.

If you have any questions about this privacy notice or how your personal information is used, please contact:

Email: info@medr.cymru

Write to:

Medr

2 Capital Quarter

Tyndall Street

Cardiff

CF10 4BZ

You may also contact Medr's Data Protection Officer:

Email: dataprotectionofficer@medr.cymru

Our data protection registration reference is ZB552558.

12. Complaints

If you are unhappy with how your personal information has been handled, you may raise this with Medr in the first instance. If Medr is unable to resolve the issue to your satisfaction, you can also make a complaint to the Information Commissioner's Office, the UK's data protection supervisory authority.

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

Tel: 0303 123 1113

Email: casework@ico.org.uk

Website: <https://ico.org.uk>

13. Changes to this privacy notice

This privacy notice will be kept under review and updated where necessary, for example if the scope or operation of the Register changes or if new legal requirements apply.

This privacy notice was last updated on 12 March 2026.