

# **Record of Processing Activities**

**Data Controller**: Edge Hill University, St Helens Road, Ormskirk, Lancashire, L39 4QP

**ICO Registration Reference Number**: Z5265461

**Date Registered**: 07/02/2001

**Date due to expire**: 06/02/2025

**Data Protection Officer**: Ms Lisa Cobain

**Contact Details**: dataprotection@edgehill.ac.uk

Edge Hill University (EHU) is a public authority as determined by the Freedom of Information Act 2000. The University processes large volumes of personal data. Our records of processing activities enable transparency, data management and purpose of processing.

Our processing activities take place across the entire University, including but not limited to: IT Services; Finance; Human Resources; Recruitment, Marketing & Admissions; Academic Registry; Student Services; International; Facilities Management; Edge Hill Sports; Centre for Teaching and Learning. Additionally, the University has three faculties: Faculty of Arts and Sciences; Faculty of Health, Social Care and Medicine and the Faculty of Education. Outlined below are the details of the organisation processes and purposes.

To further understand how your own personal information is processed you should also refer to any personal communications you have received, check any privacy notices the University has provided or contact the University to ask about your personal circumstances.

## **Purposes for processing information**

The purposes with which the University processes personal information for a number of reasons include:

* to provide education and support services to students
* to monitor and collect images for security and the prevention of crime
* to provide employment, support and administration to staff
* to advertise and promote EHU and the services we offer
* to publish the EHU magazine and maintain alumni relations
* to undertake research – this information may include special category and patient data and be shared with third parties
* to meet statutory requirements and other legal obligations
* to provide security and safety of property, staff, students, visitors and infrastructure

and

* To manage our accounts and records and provide commercial activities to our clients.

## **Categories of data subjects**

The data subjects with whom the University processes personal information about include:

* Students (including current, prospective, unsuccessful applicants, and alumni)
* individuals captured by CCTV images or photography
* employees and contracted personnel (including former employees and unsuccessful applicants), volunteers, governors
* suppliers, professional advisers and consultants
* business contacts
* parents, guardians, and carers
* landlords, tenants
* complainants, enquirers
* donors and friends of the University
* authors, publishers and other creators
* persons who may be the subject of enquiry
* third parties participating in course work, research, teaching or placements
* health, welfare and social organisations
* professional, statutory and regulatory bodies
* visitors to the university

## **Categories of personal data**

The categories with which the University processes personal information include:

* next of kin and emergency contact details
* lifestyle and social circumstances
* education details and student records
* education and employment details
* health and disability data
* qualifications and professional memberships
* financial details
* misconduct, disciplinary and grievance investigations and outcomes
* attendance records
* survey/feedback information
* data held in order to publish university publications and promotional material
* vetting and disclosure and barring service checks
* consent record information
* visual images, personal appearance and behaviour
* video recordings within classroom-based environments
* goods or services provided
* racial or ethnic origin
* trade union membership
* religious or other similar beliefs
* physical or mental health records
* sexual life or sexual orientation
* offences and alleged offences
* criminal proceedings, outcomes and sentences

## **Recipients of personal data**

Sometimes, the University will need to share personal information with other parties, these include:

* professional and regulatory bodies, including examining and accreditation bodies
* the Students’ Union
* healthcare, social and welfare organisations
* current, past or prospective employers, work experience or other placement providers
* trade unions and staff associations
* family members
* internal and external auditors
* international agents
* suppliers and service providers, including consultants and professional advisers
* landlords and accommodation providers
* relevant government departments
* courts, tribunals and legal representatives
* police forces, and other security and law enforcement organisations
* financial organisations, debt collection and tracing agencies
* research councils
* third party statistical agencies, national student survey & graduate outcomes

## **Retention of personal data**

The University only holds personal data for as long as is necessary for the purpose(s) for which it is collected and in line with our [Record Retention Schedule](https://wiki.edgehill.ac.uk/download/attachments/45908527/Records%20Retention%20Schedule_July%202023.pdf?version=2&modificationDate=1692084520000&api=v2), which forms part of the [Information Governance Guidance and Policies](https://wiki.edgehill.ac.uk/pages/viewpage.action?spaceKey=compliance&title=Information+Governance+Guidance+and+Policies).

## **Security of personal data**

The security of information is a priority for the University. We have measures in place to ensure all personal data is protected and secure, including a number of policies which support our overall data governance and information security. Our Information Asset Register ensures we know what data is held and where.