

## **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:** 06/02/2024

**Data Protection Officer:** Ms Lisa Cobain

**Contact Details:** [dataprotection@edgehill.ac.uk](mailto: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 IT Services; Finance; Human Resources; Marketing; 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 University processes personal information for a number of reasons:

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;

and

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

### **Categories of data subjects**

As a result, we process information about the following categories of individuals and types of data:

- Students
- individuals captured by CCTV images
- employees, contracted personnel
- suppliers, professional advisers and consultants

- business contacts
- 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
- health, welfare and social organisations
- friends of the University

#### **Categories of personal data**

- next of kin details
- lifestyle and social circumstances
- education details and student records
- education and employment details
- financial details
- disciplinary and attendance records
- vetting checks;
- visual images, personal appearance and behaviour
- racial or ethnic origin
- trade union membership
- religious or other similar beliefs
- physical or mental health records
- sexual life
- offences and alleged offences
- criminal proceedings, outcomes and sentences

Additional details can be accessed in the University Information Register.