**Record of Processing Activities – Student Data (including applicants and alumni)**

**Purposes of Processing**

* Absence management including sickness absence and leave
* Administer the financial aspects of studying e.g. payment of fees, rents and collection of debts owed
* Administration and provision of education and training
* Administration of grants and loans (e.g. student loans, loans from the Student Loans Company and access loans)
* Administration of research and dissertations including ethical processes
* Administration of recruitment, application and admissions process
* Administration of visas and Home Office requirements
* Alumni events, including fund raising
* Analytics and Engagement (including profiling and location data)
* Audit investigations
* Compile records and statistics for research purposes, management information and to monitor equal opportunities policies
* Criminal Records/Disclosure Scotland/Protecting Vulnerable Groups checks for relevant students
* Employers or potential employers of current or former students
* Exams, assessments and proctoring
* External debt collection agencies
* External survey providers carrying out students surveys
* Governance and legal requirements
* Handling disciplinary cases, complaints and appeals
* Identification checks and ID Cards
* Including research student details in directories and on the website
* Maintenance/testing of information systems
* Making external/statutory returns
* Management and administration of University and privately-owned property (including accommodation services & car parking),
* Management of University services such as computing, library, student accommodation, careers service, web, sports centre
* Managing enquiries
* Managing financial systems, budgeting, payments and receipts
* Managing membership of the Students’ Union
* Managing scholarships, studentships and prizes
* Monitoring compliance with the Equality Act 2010
* Monitoring engagement
* Nomination and participation in award and accreditation schemes
* Organising insurance
* Other administration relating to education and training of students
* Publicity and marketing including the use of images and photographs
* Preventing and detecting crime e.g. by use of CCTV, including body worn cameras
* Provide advice and support on academic, pastoral and any relevant funding matters
* Providing information to professional bodies or sponsors e.g. the Law Society of Scotland, Scottish Social Services Council, Nursing & Midwifery Council
* Recording presentations, lectures and teaching & learning sessions (e.g. Listen Again, MS Teams)
* Sports Centre Management System
* The provision of advice and support to students, including health care services, welfare (including fitness to study), pastoral and academic services and careers guidance
* To administer all aspects of the student interaction with the University e.g. admission, enrolment, supervision, attendance, assessment and graduation
* Transfer to other educational establishments or employers for the purposes of external study, placements or studying with partner institutions
* Virtual event management

**Description of Categories of Personal Data**

* Personal details e.g. name, contact details,
* Family, lifestyle, social circumstances,
* Education & training,
* Employment details,
* Financial details,
* Racial or ethnic origin,
* Religious or similar beliefs,
* Trade union membership
* Physical or mental health or condition,
* Sexual life
* Offences (including alleged offences)
* Criminal proceedings, outcomes etc
* High risk (e.g. bank details, NI number, copies of passport or identity documents, date of birth)

**Categories of Recipients**

* Accreditation bodies
* Business associates and other professional advisers
* Central and Local government and government bodies
* Current, past or prospective employers of the data subject,
* Data Processors
* Data subjects themselves,
* Debt collection and tracing agencies,
* Education, training establishments and examining bodies
* Electoral Registration Officers
* Embassies
* Employees and agents of the University,
* External examiners
* Funding organisations, potential funders or sponsors
* Healthcare, social and welfare advisers or practitioners
* Landlords (where the University is acting as agent)
* Legal advisors
* Loan or grant providers
* Ombudsmen and regulatory authorities
* Persons making an enquiry or complaint,
* Placement and work experience providers
* Police forces and other authorities investigating crime,
* Professional bodies
* Relatives, guardians or other persons associated with the data subject
* Students’ Union
* Suppliers, providers of goods or services,
* Survey organisations

**Transfers outside the EU**

* Information on websites accessible worldwide
* Cloud storage or online services with servers located outside the EU
* Partner and other organisations involved in teaching or research activities
* Organisations involved in staff or student exchanges
* Recruitment agencies based outside the EU

**Legal justification for processing**

For information about the legal justification for processing including justifications for processing special categories of personal data please see ‘Legal Justifications for Processing – Student Records (including applicants and alumni)’ within the [Students Privacy Notice](http://www.stir.ac.uk/privacy)

**Security measures**

The main student record is held within the SITS student record system and accessible directly or via the University intranet/portal which have security controls limiting access to essential users. Other records within the University are held within secure network folders, or in cloud based storage such as Box which has binding corporate rules in place and allows limited access to appropriate users. Some information is held in hard copy with appropriate access.

Where transfers of personal data are made outside the EU these will be in accordance with the applicable data protection laws including GDPR. We will make sure that appropriate safeguards are in place to protect student information and rights and we will apply the same high standards of privacy and security wherever we process student personal data.

**Retention**

The University will store data relating to your application in line with data retention schedules relating to admissions and student records. Where an item of your data no longer requires to be retained, we shall securely remove it from our systems.

Once you become an enrolled student the University will retain your personal data in line with our data retention schedules relating to student data. Where an item of your data no longer requires to be retained, we shall securely remove it from our systems. Please note that if you enrol as a student of the University, some items of your personal data will be retained on a permanent basis. This is in order to ensure that the University can maintain an appropriate permanent archive of degrees and credit awarded and provide services to graduates/former students such as for replacement degree certificates.

**Contact details**

This is a record of processing activities carried out by the University of Stirling. If you have any questions please contact:

Joanna Morrow

Data Protection Officer

University of Stirling

Stirling

FK9 4LA

[data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk)