

# Data protection registration: nature of work descriptions

## **Education and childcare**

We use these descriptions to help us process your registration:

- [Academy](#)
- [Childminder](#)
- [Foster Care Agencies](#)
- [Free School](#)
- [Further Education / 6th Form Colleges](#)
- [Home Tutor](#)
- [Jo-Jingles Franchisee](#)
- [Kumon Franchisee](#)
- [Nursery Schools/Playgroup/After School club](#)
- [School](#)
- [School \(Private \)](#)
- [Sure Start Children's Centre](#)
- [Training Company](#)
- [University](#)

# **Academy**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Academy**

### **Reasons/purposes for processing information**

We process personal information to enable us to provide education, training, welfare and educational support services, to administer school property; maintaining our own accounts and records, undertake fundraising; support and manage our employees. We also use CCTV for security and the prevention and detection of crime.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- sexual life
- information about offences and alleged offences

### **Who the information is processed about**

We process personal information about:

- employees
- students and pupils
- professional experts and advisers
- members of school boards
- sponsors and supporters

- suppliers and service providers
- complainants, enquirers
- individuals captured by CCTV images

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- careers service
- school boards
- local and central government
- academy trusts
- healthcare, social and welfare organisations
- police forces, courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates, professional advisers
- suppliers and service providers
- financial organisations
- press and the media

### **Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

# **Childminder**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Childminder**

### **Reasons/purposes for processing information**

I process personal information to enable me to provide child care; maintain accounts and records; promote and advertise my services.

### **Type/classes of information processed**

I process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- suppliers
- service providers
- financial details
- GP contact details
- inoculation details
- allergy details
- digital images to show the child's progress

I also process sensitive classes of information that may include racial or ethnic origin; religious or other beliefs; physical or mental health details.

### **Who the information is processed about**

I process personal information about:

- the children I look after;
- health professionals
- suppliers
- advisers and consultants
- enquirers

### **Who the information may be shared with**

I sometimes need to share the personal information I process with the individual themselves and also with other organisations. Where this is necessary I am required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations I

may need to share some of the personal information I process with for one or more reasons.

Where necessary or required I share information with:

- suppliers;
- family, associates or representatives of the person whose personal data we are processing
- healthcare, social and welfare practitioners
- local and central government which includes Ofsted
- ombudsman and regulatory authorities
- schools
- business associates
- financial advisers
- complainants and enquirers

### **Transferring information overseas**

I do not transfer any personal information outside the European Economic Area (EEA).

# **Foster Care Agencies**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Foster Care Agencies**

### **Reasons/purposes for processing information**

We process personal information to enable us to provide expertise and advice when co-ordinating foster placements for children and young people. We also process personal information to maintain our advertising and marketing, our own accounts and records and to support and manage our employees.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- employment and education details
- financial details
- goods or services provided

We also process sensitive classes of information that may include:

- racial or ethnic origin
- religious or other beliefs
- physical or mental health details
- offences and alleged offences

### **Who the information is processed about**

We process personal information about:

- staff
- foster carers
- professional advisers and consultants
- suppliers
- complainants and enquirers

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data

Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- staff
- foster carers
- family, associates or representatives of the person whose personal data we are processing
- enquirers
- current, past and prospective employers
- education, training and examination bodies
- suppliers
- service providers
- healthcare, social and welfare practitioners
- financial organisations
- trade and employer associations
- employment and recruitment agencies
- local government

### **Transferring information overseas**

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply with the DPA.

# **Free School**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Free School**

### **Reasons/purposes for processing information**

We process personal information to enable us to:

- provide education, training, welfare and educational support services
- administer school property
- maintain our own accounts and records
- carry out fundraising activities
- support and manage our employees

We also use CCTV systems to maintain security of the premises and for the prevention and detection of crime.

### **Type/classes of information processed**

We process information relating to the above reasons/purposes. This information may include:

- personal details
- goods and services
- family, lifestyle and social circumstances
- vetting checks
- disciplinary and attendance records
- financial details
- education and employment details
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- political opinions
- sexual life
- trade union membership
- offences and alleged offences
- criminal proceedings, outcomes and sentences



### **Who the information is processed about**

We process personal information about our:

- employees
- pupils and students
- professional advisers and consultants
- board of governors and members of the school board
- sponsors and supporters
- service providers and suppliers
- enquirers and complainants
- individuals captured by CCTV images

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary we share this information with:

- family, associates and representatives of the person whose personal data we are processing
- educators, careers and examining bodies
- governors and school boards
- current, past or prospective employers
- central and local government
- healthcare professionals
- social and welfare organisations
- police forces
- courts and tribunals
- security organisations
- service providers and suppliers
- voluntary and charitable bodies
- press and the media
- financial organisations
- professional advisers and consultants

### **Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

## **Further Education / 6<sup>th</sup> Form Colleges**

### **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

### **Nature of work – Further Education / 6<sup>th</sup> Form Colleges**

#### **Reasons/purposes for processing information**

We process personal information to enable us to provide education, support and general advice services for our students and facilities to our clients, to promote the college and our services, to publish the college magazine, to maintain our own accounts and to support and manage our staff. Our processing also includes the use of CCTV to maintain the security of the premises and for preventing and investigating crime.

#### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- education and employment details
- student records
- visual images, personal appearance and behaviour
- information held in order to publish the college magazine
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- offences and alleged offences
- criminal proceedings, outcomes and sentences

#### **Who the information is processed about**

We process personal information about:

- our students
- employees
- current, past and prospective employers
- professional advisers, consultants

- business contacts
- welfare and pastoral professionals
- complainants, enquirers
- persons who may be the subject of an enquiry
- suppliers and service providers
- individuals captured by CCTV images

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- professional advisers
- current, past or prospective employers
- educators and examining bodies
- trade, employer and professional organisations
- UCAS
- trade unions and staff associations
- voluntary and charitable organisations
- healthcare, social and welfare organisations
- suppliers
- financial organisations
- survey and research organisations
- persons making an enquiry or complaint
- careers service
- press and the media
- local and central government
- security organisations
- police forces, prison and probation services, courts and tribunals
- suppliers and service providers

### **Transferring information overseas**

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply with the DPA.

## **Tutor (Home)**

### **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

### **Nature of work – Home Tutor**

### **Reasons/purposes for processing information**

We process personal information to enable us to provide home tuition to clients, to promote our services, to maintain our own accounts and records and to support and manage our employees.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This information may include:

- personal details
- family, lifestyle and social circumstances
- goods and services
- financial details
- education details
- employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature

### **Who the information is processed about**

We process personal information about our:

- clients
- teachers and trainers
- students and pupils
- professional advisers and employees

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- educators and examining bodies
- current, past and prospective employers
- family, associates, representatives of the person whose personal data we are processing
- central government
- service providers

**Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

# **Jo-Jingles Franchisee**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Jo-Jingles Franchisee**

### **Reasons/purposes for processing information**

I process personal information in order to provide Jo-jingle classes for children, administration and support for our staff, promote and advertise services, carry out market research; maintaining own accounts and records.

### **Type/classes of information processed**

I process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods or services

I also process sensitive classes of information that may include:

- racial and ethnic origin
- religious or similar belief
- physical or mental health details
- trade union membership

### **Who the information is processed about**

I process personal information about:

- our staff
- customers including their children who attend the classes
- complainants, enquirers
- consultants and professional experts
- suppliers

### **Who the information may be shared with**

I sometimes need to share the personal information I process with the individual themselves and also with other organisations. Where this is necessary I am required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations I

may need to share some of the personal information I process with for one or more reasons.

Where necessary or required I share information with:

- staff
- family, associates and representatives of the person whose personal data we are processing
- employers, educators or examining bodies
- suppliers
- service providers
- central government
- employment and recruitment agencies
- business associates and other professional advisers
- financial organisations
- head office
- franchisor
- credit reference agencies
- debt collection and tracing agencies
- survey and research organisations

### **Transferring information overseas**

I do not transfer any personal information outside the European Economic Area (EEA).

# **Kumon Franchisee**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Kumon Franchisee**

### **Reasons/purposes for processing information**

I process personal information in order to provide an education service to students; to promote and market our service, maintain accounts and records; support and manage our employees.

### **Type/classes of information processed**

I process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods or services

I also process sensitive classes of information that may include:

- racial or ethnic origin
- religious or other beliefs
- trade union membership and
- physical or mental health details

### **Who the information is processed about**

I process personal information about:

- our employees
- students
- enquirers
- professional advisers and consultants
- suppliers and service providers

### **Who the information may be shared with**

I sometimes need to share the personal information I process with the individual themselves and also with other organisations. Where this is necessary I am required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations I



may need to share some of the personal information I process with for one or more reasons.

Where necessary or required I share information with:

- employees
- family, associates and representatives of the person whose personal data we are processing
- students
- employers
- educators and examining bodies
- financial organisations
- central and local government
- employment and recruitment agencies
- healthcare, social and welfare advisers
- business associates
- debt collection and tracing agencies
- credit reference agencies
- suppliers
- service providers

### **Transferring information overseas**

I do not transfer any personal information outside the European Economic Area (EEA).

# **Nursery School / Playgroup / After School Club**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Nursery School / Playgroup / After School Club**

### **Reasons/purposes for processing information**

We process personal information to enable us to provide childcare, encourage and supervise educational play, to advertise our services, to maintain our own accounts and records and to support and manage our staff.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- GP contact details
- lifestyle and social circumstances
- digital images of the child's progress
- financial details
- education and employment details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

### **Who the information is processed about**

We process personal information about:

- our employees
- the children in our care
- advisers, complainants, enquirers
- suppliers

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data

Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- healthcare, social and welfare advisers or practitioners
- business associates
- financial organisations and professional advisers
- credit reference agencies, debt collection and tracing agencies
- education, educators and examining bodies
- current, past or prospective employers
- employment and recruitment agencies
- schools
- local and central government
- persons making an enquiry or complaint
- suppliers
- service providers

### **Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

# **School**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – School**

### **Reasons/purposes for processing information**

We process personal information to enable us to:

- provide education, training, welfare and educational support services
- administer school property
- maintain our own accounts and records
- carry out fundraising
- support and manage our employees

We also use CCTV systems to monitor and collect visual images for security and the prevention of crime.

### **Type/classes of information processed**

We process information relating to the above reasons/purposes. This information may include:

- name and personal details
- family, lifestyle and social circumstances
- financial details
- education details
- employment details
- student and disciplinary records
- vetting checks
- goods and services
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership
- sexual life
- offences and alleged offences

## **Who the information is processed about**

We process personal information about:

- our students and pupils
- advisers and other professional experts
- school staff
- members of school boards
- donors and potential donors
- suppliers
- complainants and enquirers
- individuals captured by CCTV images

## **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- education, training, careers and examining bodies
- school staff and boards
- family, associates and representatives of the person whose personal data we are processing
- local and central government
- healthcare professionals
- social and welfare organisations
- police forces
- courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates and other professional advisers
- suppliers and service providers
- financial organisations
- security organisations
- press and the media

## **Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

# Private School

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Private School**

### **Reasons/purposes for processing information**

We process personal information to enable us to provide education and training conducted outside the State system, welfare and educational support services, to administer school property and library services, to maintain our own accounts and records, for administration in connection with boarding and the organisation of alumni associations and events, for fundraising purposes and to support and manage our staff. Our processing also includes the use of CCTV to maintain the security of the premises and for preventing and investigating crime.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- education and employment details
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour
- details of goods and services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- sexual life
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- information relating to offences or alleged offences

## **Who the information is processed about**

We process personal information about:

- employees
- pupils and students
- professional advisers and consultants
- governors and members of school boards
- sponsors and supporters
- services providers and suppliers
- complainants, enquirers
- individuals captured by CCTV images

## **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- educators, careers and examining bodies
- staff, students, governors and school boards
- current, past and prospective employers
- family, associates and representatives of the person whose personal data we are processing
- central and local government
- healthcare professionals, social and welfare organisations
- police, courts, tribunals and security organisations
- voluntary and charitable bodies
- the media
- financial organisations
- suppliers
- service providers
- professional advisers

## **Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

# **Sure Start**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Sure Start Children’s Centres**

### **Reasons/purposes for processing information**

We process personal information to enable us to:

- provide a broad range of services focusing on family health, early years childcare and education
- provide improved wellbeing programs to children aged 4 and under
- promote our services
- maintain our own accounts and records
- support and manage our employees

We also use CCTV systems to monitor and collect visual images for the purpose of security and the prevention and detection of crime.

### **Type/classes of information processed**

We process information relating to the above reasons/purposes. This information may include:

- personal details
- family, lifestyle and social circumstances
- financial details
- visual images, personal appearance and behaviour
- education and employment details
- goods and services

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- criminal proceedings, outcomes and sentences
- offences and alleged offences

### **Who the information is processed about**

We process personal information about our:

- customers and clients
- suppliers
- enquirers



- employees
- professional experts
- business associates and contacts
- individuals captured by CCTV images

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- current, past or prospective employers
- educators and examining bodies
- family, associates and representatives of the person whose personal data we are processing
- suppliers and service providers
- financial organisations
- professional advisers
- central and local government
- police forces
- security organisations

### **Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

# **Training Company**

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – Training Company**

### **Reasons/purposes for processing information**

We process personal information to enable us to provide education and training to our customers and clients; to promote our services, to maintain our own accounts and records and to support and manage our employees.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- business activities of the person whose personal information we are processing
- lifestyle and social circumstances
- financial details
- training details
- education and employment details
- goods and services

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

### **Who the information is processed about**

We process personal information about:

- customers
- clients
- students
- trainers
- employees
- suppliers
- professional advisers and consultants
- complainants, enquirers

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- business associates and other professional advisers
- educators and examining bodies
- current, past or prospective employers
- family, associates and representatives of the person whose personal data we are processing
- employment and recruitment agencies
- financial organisations
- credit reference agencies
- debt collection and tracing agencies
- suppliers and service providers;
- persons making an enquiry or complaint
- other companies in the same group
- central government

### **Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

# University

## **Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

## **Nature of work – University**

### **Reasons/purposes for processing information**

We process personal information to enable us to provide education and support services to our students and staff; advertising and promoting the university and the services we offer; publication of the university magazine and alumni relations, undertaking research and fundraising; managing our accounts and records and providing commercial activities to our clients. We also process personal information for the use of CCTV systems to monitor and collect visual images for the purposes of security and the prevention and detection of crime.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education details and student records
- education and employment details
- financial details
- disciplinary and attendance records
- vetting checks;
- goods or services provided
- visual images, personal appearance and behaviour
- information held in order to publish university publications

We also process sensitive classes of information that may include:

- racial or ethnic origin
- trade union membership
- religious or other similar beliefs
- physical or mental health details
- sexual life
- offences and alleged offences
- criminal proceedings, outcomes and sentences

## **Who the information is processed about**

We process personal information about:

- students
- 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
- individuals captured by CCTV images

## **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- current, past or prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- suppliers and service providers
- student union
- financial organisations
- debt collection and tracing agencies
- auditors
- police forces, security organisations
- courts and tribunals
- prison and probation services
- legal representatives
- local and central government
- consultants and professional advisers
- trade union and staff associations
- survey and research organisations
- press and the media
- voluntary and charitable organisations
- landlords

**Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).