University of Portsmouth data processing activities

May 2018

Name and contact details of the data controller

University of Portsmouth
University House
Winston Churchill Avenue
Portsmouth
PO1 2UP
Tel: 02392 848484
Email: myport@port.ac.uk

Name and contact details of the University's Data Protection Officer

Samantha Hill
University of Portsmouth
St Andrew's Court
St Michael's Road
Portsmouth
PO1 2PR
Tel: 02392 843642
Email: information-matters@port.ac.uk

Purposes of the Processing

The University of Portsmouth processes personal data:
To enable it to process enquiries and applications for study,
- to provide education,
- to administer prospective, current and past staff,
- to provide support to our students and staff,
- to advertise and promote the university and the services we offer,
- to publish university newsletters and alumni relations,
- to undertake research,
- to undertake fundraising
- to managing accounts and records,
- to provide commercial activities to clients,
- for the use of CCTV systems to monitor and collect visual images for the purposes of security and the prevention and detection of crime,
- for the provision and administration of patient and client care.

Categories of data subjects

The University of Portsmouth processes personal data about:
- Applicants, students and alumni
- Job applicants / prospective students, employees and contracted personnel
- Suppliers, professional advisers and consultants
- Business contacts including, but not limited to, placement providers, partnership working, contractors
- Landlords, tenants
- Complainants, enquirers, attendees at University events
- Donors and friends of the University
- Authors, publishers and other creators
- Third parties participating in course work

- Individuals captured by CCTV images
- Volunteers
- Subjects of research
- Emergency contacts for students and staff e.g. relatives, guardians and associates of students and staff.

We define the categories of data subjects as the following:

Category	Definition
Students	Any individual registered on a full – or part - time course for an award from the University, whether campus based or distance learning, whether as a Home, EU or International student, whether directly with the University or with a partner organisation
Prospective Students	Any individual expressing an interest in, and / or applying to, the University
Alumni	A former student of the University
Staff	An individual employed by the University, including those who have left the University
Volunteers	An individual who carries out work without any remuneration
Governors	A member of the Governing body of the University, either external appointee, member of staff or student
External Examiners	An individual from an external organisation (e.g. professional body or other HEI) who acts as an independent examiner for course / department assessment Boards
Visitors	An individual who is not included in any of the other definitions given in this list
Attendees	An individual who attends an event in any capacity

Categories of personal data 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.

Categories of recipients to whom the data may be disclosed

The University sometimes needs to share the personal data it processes with other organisations in order to provide services to staff and students. Where this is necessary, we comply with all aspects of the General Data Protection Regulation (GDPR) including the requirements to ensure that data processors comply with the requirements of the GDPR. What follows is a description of the types of organisations the University may need to share some of the personal data we process with for one or more reasons.

Where necessary the University shares information with:
- family, associates and representatives of the person whose personal data we are processing, with the appropriate consent whenever required,
- current, past or prospective employers
- healthcare, social and welfare organisations
- educators, examining and professional bodies
- suppliers and service providers
- the University's Student Union (UPSU)
- 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
- ombudsmen and regulatory authorities
- careers services
- UCAS and HESA

Transfers of personal data to a third country

It may sometimes be necessary to transfer personal data overseas. When this is needed, data may be transferred to countries or territories around the world. Any transfers made will be in full compliance with the GDPR.

How long personal data is held

Data is retained in accordance with the [University Retention Schedule](.).

Technical and Organisational Security measures for processing personal and special category data

The University maintains an agile and robust ICT infrastructure, which is protected by a range of technical security systems, and is supported by security policies, advisory publications and procedures.   Taken together, these security controls offer adequate protection against common cyber threats while enabling a dynamic, open organisation to operate in a global digital marketplace. The adequacy of our position has been independently verified and is evidenced by the achievement of Cyber Essentials Plus.

Data is held in accordance with the requirements of the [Information Security policy](.) and the [Information Security Advisories](.).