

THE UNIVERSITY OF LEEDS

Data Protection Act 1998

APPENDIX I : Consent to process

Introduction

In most instances staff - and where appropriate, students - *will not need to obtain consent to process from data subjects who are students or members of staff because such consent is obtained routinely* by the University.

The data for which consent to process may be considered as having been obtained are set out below. Part I sets out the use of student personal data. Part II sets out the use of staff personal data. Staff - or students - who wish to process personal data not included in these extracts should obtain consent from the data subject(s) first; and should also contact one of the data processors to alert them to the need to include such data in the periodic review of data for which the University routinely obtains consent.

In practice, the day-to-day processing of data will continue as before. An exception to this is research data: in most instances, the University cannot obtain widespread consent in advance of processing and researchers will need to consider individually whether or not they need to obtain consent to process from data subjects.

Part I: Use of Student Personal Data

Preamble

The University wishes to make it clear to all students how their personal data (including certain sensitive data) will be processed by the University. Processing of certain data will for many activities continue after students have left the University.

The lists contained below do not preclude the University from processing personal data that is included within its registered use under the Data Protection Act or in any other way allowed under the law.

Specific purposes

All students agree to the University processing their personal data for the following purposes, provided that sensitive personal data may be processed only as set out in clauses 43-49 below:

1. Admission, registration and administration of their studies including the requirements of the Student well-being Survey (UNIQoLL).
2. Academic assessment.
3. Administration of appeals, complaints or grievances.
4. Pursuit of social and sporting activities e.g. relating to use of the University's sports centre.
5. The provision of University accommodation and other support services such as those of the Library and the Careers Centre.
6. The granting of awards (including the publication of awards and marks and inclusion in pass lists made available via the University's web site).
7. Processing and recovery of accounts and fees.
8. Research and statistical analysis.
9. Production of statistical returns required by certain third party bodies e.g. the Higher Education Statistics Agency.
10. Creation of e-mail addresses, available to those within and outside of the University. (Please note that it is possible for those accessing such addresses to obtain such information as a student's home department/resource centre and indeed whether an individual is or has been enrolled at the University.)
11. Direct mailing of University publications regarding third party services and University activities and events organised for students.
12. Host mailing of services or career opportunities that the University believes may be of interest to students.

13. Administration of employment contracts where the student is employed by the University.

14. Administration of the University's Alumni relations.

15. Consideration of the award of scholarships.

16. Administration of such University codes of practice and policies as apply to students.

17. In relation to the safety of individuals and their property and the protection of University assets, including the use of CCTV

18. The production of student identification cards

All students agree that their personal data may be processed and released to third parties for the following purposes.

19. To the Higher Education Statistics Agency, the Funding Council, government departments, the West Yorkshire Workforce Development Confederation and other authorised users for the analysis of student statistics and/or to enable them to carry out their statutory functions as applicable. (1)

20. To the British Council for the administration of pre-arrival events.

21. To The Leeds University Students' Union for: direct mailing about Union activities, societies and events, administration of Union membership and membership rights, giving of advice on welfare and other issues.

22. To professional and industrial bodies wishing to communicate with students about career opportunities and membership of their body.

23. To Junior Common Rooms and other student societies for the pursuance of student activities with those bodies.

24. To direct mail agencies who may assist the University in the administration of mailing to students.

25. To the police or other regulatory body where pursuant to the investigation or disclosure of a potential crime.

26. To close family and the emergency services where there is an emergency situation e.g. illness, serious injury or bereavement.

27. To external examiners for the purposes of assessment.

28. To governmental and regulatory bodies for the purpose of gathering census or other information including the assessment of fees, including electoral registration officers.

29. To the Home Office and other international and national governmental and regulatory bodies in connection with the assessment of students status.

30. To other educational institutions, including those involved in the delivery of a student's course or programme, e.g. affiliated colleges and exchange institutions, including those outside the EEA; and to other organisations in relation to work placements.

31. To professional bodies where registration with that body is related to or a requirement of the student's studies e.g. the GMC for medical students.

32. To the University's Alumni branch offices/representatives within and outside of the UK for dissemination of information in connection with activities and events for former students.

33. To any third party accessing the University's e-mail directory of student e-mail addresses.

34. To any third party wishing to access a catalogue within the University's library containing reference to student work.

35. To third parties accessing information about student awards - ranged by department - which is available in the public domain.

36. To family, sponsors or other third parties to enable the payment of student debts.

37. To external agents of the University in relation to the repayment of student debts.

38. To external agencies - which may be based outside the European Economic Area - in connection with procedures for guarding against plagiarism.

39. To Data Processors who are registered under the Act in order for them to process data on behalf of the University for any of the purposes for which the University is permitted to process the data, including the provision of academic and other services by the University.

40. In relation to the provision of references for students or former students.

41. To sponsors, including the UK research councils, the Student Loan Company and sponsors located overseas.

42. To external bodies and individuals who have funded student prizes and awards. All students agree to the University processing their sensitive personal data (data about racial or ethnic origin, physical or mental health, commission or alleged commission of criminal offences) for the following purposes and for release to the following third parties:

43. To the Higher Education Statistics Agency, the Funding Council, government departments and other authorised users for the analysis of student statistics and/or to enable them to carry out their statutory functions as applicable.

44. To professional bodies where registration with that body is related to or a requirement of the student's studies e.g. the GMC for medical students.

45. To other bodies involved in the delivery of the course or programme e.g. affiliated colleges, for the purpose of statistical analysis and programme administration.

46. Unless otherwise agreed with the student, within the University only, for the assessment and provision of services to disabled students.

47. For admission to and the administration of student programmes.

48. Where required, to the police or other agencies in connection with particular programmes of study or prior to certain placements.

49. To the University's insurers in respect of accidents occurring within the institution and external auditors.

Provision of Personal Data to a Third Party

Except as otherwise provided for in the 'Use of Student Personal Data' statement and its preamble set out above, or unless written authorisation has been provided by the student concerned, the University does not release information that could constitute personal data to any third party (including parents, relatives and friends).

Part II: Use of Staff Personal Data

Preamble

The University wishes to make it clear to all members of staff and other workers how the University will process their personal data (including certain sensitive (2) data). In essence, in order to function normally, the University needs to process 'ordinary' and 'sensitive' personal data for employment-related purposes. Processing of certain data will for some activities continue after individuals have left the service of the University.

The list shown below does not preclude the University from processing personal data that is included within its registered use under the Data Protection Act or in any other way allowed under the law.

Specific purposes

All members of staff and other workers agree to the University processing their personal data for the following purposes: -

1. Payment of salary, pension, sickness benefit or other payments due under the contract of employment.
2. Monitoring absence or sickness under an absence control or capability policy.

3. Training and development purposes.
4. Management planning.
5. Providing and obtaining references - and consultation with external agencies including police checks where necessary for the purposes of employment - for job applicants and employees in post; and providing references for former employees.
6. For disclosure to the police or other regulatory body where pursuant to the investigation or disclosure of a particular crime.
7. Promotion and salary progression exercises.
8. Negotiations with trade unions or other staff representatives
9. Curriculum planning and organisation.
10. Time table organisation.
11. Administration of University codes of practice and policies.
12. Compliance with the Disability Discrimination Act.
13. Compliance with any statutory or legal requirement to provide information about staff or other workers including, for example, statistical returns to external bodies and staff membership lists to Unions.
14. Administration of the University's disciplinary and grievance procedures.
15. Direct mailing for third party services reasonably concerned with employment-related matters or staff benefits.
16. Production of published staff lists including the University Calendar and telephone and e-mail directories for both internal and external use.

17. Production of Staff Identity Cards.

18. Production of photographs of staff for display within the University or on the web (but see also paragraph [29](#) of the University's code of practice on data protection).

19. Development of staff research profiles by associated University companies.

20. Monitoring the use of University resources (but see also paragraphs [30-34](#) of the University's code of practice on data protection).

21. In relation to the safety of individuals and their property and the protection of University assets, including the use of CCTV.

22. In relation to the provision of academic services and other services (for example, car parking).

23. In relationship to membership of University and staff clubs, societies and similar organisations.

24. For disclosure to close family and emergency services in the event of an emergency, for example, illness, serious injury or bereavement.

25. In relation to exit questionnaires distributed to those leaving the University's employ.

26. In connection with data processed by external contractors or consultants from whom the University may obtain services or seek advice.

27. For disclosure to Data Processors who are registered under the Data Protection Act in order for them to process data on behalf of the University for any of the purposes for which the University is permitted to process the data, including the provision of academic and other services by the University.

28. For disclosure to the University's insurers in respect of accidents occurring within the institution and to the University's external auditors.

29. The dissemination of staff contact details for use in connection with critical incident management plans.