

Record of Processing Activity

(under Article 30 GDPR)



**Harper Adams
University**

October 2019

Harper Adams University Record of Processing Activities

(Under Article 30 GDPR)

Data Controller	Harper Adams University Edgmond, Newport, TF10 8NB
Data Protection Officer	Christopher Munro dpo@harper-adams.ac.uk
ICO Registration Number	Z7312206
Date Registered:	9 th December 2002
Date of Expiry:	8 th December 2019
Purpose for processing information	<p>Harper Adams University is a public authority as determined by the Freedom of Information Act 2000. The University employs over 500 staff and has over 4,000 students each year. We therefore process the personal data of these students and staff.</p> <p>The University will process information for a number of reasons:</p> <ul style="list-style-type: none"> • To enable us to provide education and support services to our students • To provide records of employment, pay, support and administrative purposes of our staff • To advertise and promote Harper Adams University and the services that we offer • To manage and maintain alumni relations and to engage with the alumni • To provide scholarships opportunities to students and to engage with fund managers for this purpose • To monitor and collect images for the security of our staff, students and visitors and for the purpose of preventing and detecting crime and antisocial behaviour • To provide clients and customers with information and services in relation to short courses and conferences • For the purposes of the Development Trust including fundraising • For research purposes • Landlords • Authors, creators and other publishers
Categories of data subjects	<p>Harper Adams University processes data on the following categories of data subjects:</p> <ul style="list-style-type: none"> • Students and prospective students • Staff, agency, contractors and temporary workers, • Suppliers of goods or services • Business contacts • Landlords and tenants

	<ul style="list-style-type: none"> • People contacting HAU to make complaints or report incidents • Donors and other friends of the University • Persons contacting the Short Courses and Conferencing Office • Trusts and organisations contacting the Development Trust Office or making sponsorship offers • Placement providers • Food sensory testers and tasters • Data subjects captured on CCTV
<p>Categories of Personal Data</p>	<p>Harper Adams University processes data in the following categories:</p> <ul style="list-style-type: none"> • 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 <p>The University will also in certain circumstances process the following Special Category Data:</p> <ul style="list-style-type: none"> • 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 • sexual orientation
<p>Categories of recipient</p>	<p>Categories of recipients to whom the personal data have been or will be disclosed including recipients on third countries of international organisations.</p> <ul style="list-style-type: none"> • Regulatory bodies concerned with Higher Education • Examining and awarding bodies • Suppliers and service providers • Student Union • Family members • Regulatory bodies concerned with financial matters (SLC & HMRC) • Other statutory bodies such as Police, UKVI • National Student Survey & Graduate Outcomes

	<ul style="list-style-type: none"> • Third party providers for online support such as Overt, Pebble, Talis. • Employers references sent to Harper Adams University at student or staff request • First Parking & DVLA • Pass lists and graduation information media
Transfers to third country or international organisation	Harper Adams University has arrangements in place for students from Beijing Agricultural College and Huazhong Agricultural University to complete part of their studies at HAU. As a result we have agreements in place to cover these data transfers.
Time limits for erasure of different categories of data	Harper Adams University has a Record Retention Schedule which is available here .
Technical and Organisational security measures	<p>The University has a range of measures in place, including but not limited to:</p> <ul style="list-style-type: none"> • Firewalls • Passwords • Anonymisation • Encryption • Security updates and antivirus software updates • Staff Training • User access controls • Penetration Testing • Data Protection Impact Assessments • Physical Security Measures • Security Policies and Procedures