Article 30 Record of Processing Activities							Privacy Notices		
Business function	**Purpose of processing**	**Name and contact details of joint controller (if applicable)**	**Categories of individuals**	**Categories of personal data**	**Categories of recipients**	**Article 6 lawful basis for processing personal data**	**Article 9 condition for processing special category data**	**Criminal data**	
Advancement/Alumni	Communications about: e-newsletters, data updates, requests, surveys, opportunities, competitions, case studies, alumni ambassadors, alumni clubs	N/A	Staff/Students/Alumni	Names, email address, Date of birth, alumni number, consent, telephone number, LinkedIn account (if applicable), Historical address information, Salutation, Qualifications gained while studying at DMU, History of fundraising appeals (if applicable), Meeting notes (if applicable), donation history (if applicable), Ethnicity, clubs attended while studying at DMU, historical actions about previous contact, DMU events attended (if applicable), media file links (if applicable)	N/A	Legitimate Interest	Substantial Public Interest (Equality of opportunity monitoring)		
Executive Governance and Legal Services, Trinity House Reception	Emails saved on hard drive, for information on key contacts and processes	N/A	Staff	Address, emails, telephone numbers	Internal only	Public Task			
Executive Governance and Legal Services, Trinity House Reception	Collating evidence for documentation for Customer Service Excellence	N/A	Staff	Name, feedback or evidence of customer service	Provider of CSE Award to be determined	Legitimate Interest			
Advancement/Alumni	Communications with recent graduates prior to Grad Outcomes Survey	N/A	Alumni	Name, email address, consent	Internal only	Legal Obligation			
Advancement/Alumni	Use of LinkedIn to communicate with DMU graduates	N/A	Alumni	Name, job title, work history	Internal only	Legitimate Interest			
Advancement/Alumni	Invitations to events/reunions	N/A	Staff/Students/Alumni	Name, job title, work history, plus dietary requirements, parking requirements, access, record of attendance	Internal only	Legitimate Interest			
Advancement/Alumni	Solicitations and Prospect Development - Philanthropic appeals/proposals to alumni, individuals, organisations, trusts, foundations and financial support	N/A	Staff/Students/Alumni	Names, email address, DOB, alumni number, consent, telephone number, LinkedIn account (if applicable), Historical address information, Salutation, Qualifications gained while studying at DMU, History of fundraising appeals (if applicable), Meeting notes (if applicable), donation history (if applicable), Ethnicity, clubs attended while studying at DMU, historical actions about previous contact, DMU events attended (if applicable), media file links (if applicable)	Mailing addresses may be shared with an external mail house as per mailrooms procedures	Consent	Substantial Public Interest (Equality of opportunity monitoring)		
Advancement/Alumni	Regularly updating the alumni database. Frequent request to reconnect old friends are also handled by the office	N/A	Staff/Students/Alumni	Names, email address, Date of birth, alumni number, consent, telephone number, LinkedIn account (if applicable), Historical address information, Salutation, Qualifications gained while studying at DMU, History of fundraising appeals (if applicable), Meeting notes (if applicable), donation history (if applicable), Ethnicity, clubs attended while studying at DMU, historical actions about previous contact, DMU events attended (if applicable), media file links (if applicable)	Mailing addresses may be shared with third parties once consent is given by the individual	Legitimate Interest	Substantial Public Interest (Equality of opportunity monitoring)		
Advancement/Alumni	Grad outcomes - provide alumni data for the grad outcomes survey	N/A	Staff/Students/Alumni	Names, email address, DOB, alumni number, consent, telephone number, LinkedIn account (if applicable), Historical address information, Salutation, Qualifications gained while studying at DMU, History of fundraising appeals (if applicable), Meeting notes (if applicable), donation history (if applicable), Ethnicity, clubs attended while studying at DMU, historical actions about previous contact, DMU events attended (if applicable), media file links (if applicable)	HESA	Legal Obligation	Substantial Public Interest (Equality of opportunity monitoring)		
Advancement/Alumni	New Graduates - moving data from student database to alumni database	N/A	Staff/Students/Alumni	Names, email address, DOB, alumni number, consent, telephone number, LinkedIn account (if applicable), Historical address information, Salutation, Qualifications	N/A	Legal Obligation	Substantial Public Interest (Equality of opportunity monitoring)		
Advancement/Alumni	Gift processing -processing of donations to DMU, including creation and management of pledges, gift aid claims to HMRC	N/A	Staff/Students/Alumni	Names, email address, DOB, alumni number, consent, telephone number, LinkedIn account (if applicable), Historical address information, Salutation, Qualifications gained while studying at DMU, History of fundraising appeals (if applicable), Meeting notes (if applicable), donation history (if applicable), Ethnicity, clubs attended while studying at DMU, historical actions about previous contact, DMU events attended (if applicable), media file links (if applicable)	Finance, HMRC	Consent	Substantial Public Interest (Equality of opportunity monitoring)		
Advancement/Alumni	Library access - verifying alumni status on database to grant access to library	N/A	Staff/Students/Alumni	Alumni status	University Library	Legitimate Interest			
Advancement/Alumni	Stewardship - fund reports to donors	N/A	Staff/Students/Alumni	Names, email address, DOB, alumni number, consent, telephone number, LinkedIn account (if applicable), Historical address information, Salutation, Qualifications gained while studying at DMU, History of fundraising	N/A	Consent	Substantial Public Interest (Equality of opportunity monitoring)		
Art, Design and Humanities (ADH) , all line managers	Recruitment process paperwork	N/A	Staff and applicants	Name, address, phone numbers email, qualifications, work experience,	N/A	Public Task			
Art, Design and Humanities (ADH) , all line managers	Contract request forms - forms initiated by the Faculty to request a contract e.g. visiting Prof./Panel Member/External Examiner	N/A	Staff	Contact details and bank details	N/A	Public Task			
Art, Design and Humanities (ADH) , all line managers	All records relating to staff employed at DMU	N/A	Staff	Contact details, DOB, sickness data, occupational health information.	N/A	Public Task	9 (2) (h) occupation health. 9 (2) (b) employment purposes		
Art, Design and Humanities (ADH) , all line managers	Allows staff to carry out work away from DMU campus; to enhance student recruitment/build partnerships	N/A	Staff	Contact details, passport information, travel plans, purpose of travel, health declarations, visa	N/A	Public Task			
Art, Design and Humanities (ADH) all academic staff	External contact lists used for Faculty events - to contact industry experts,	N/A	Staff	Name, address, email address	N/A	Legitimate Interest			
Art, Design and Humanities (ADH) all staff	Student information - students email, inbound and outbound with individual staff	N/A	Students	Name, email address, contact number and job title.	N/A	Public Task			
Art, Design and Humanities (ADH) all staff	Information used for financial matters (ordering, arranging currency, business expenses and credit card	N/A	Staff/ Students	Name, address, email address, credit card and bank details, for payments requests - sometimes for students if buy work from them	N/A	Contract			
Art, Design and Humanities (ADH) all staff	Information regarding partnerships/ links with external organisations documents saved on shared drives /	N/A	Staff and Third Parties	Name, address, telephone	N/A	Public Task			
Art, Design and Humanities (ADH) all staff	To address any work environment or display screen equipment issues	N/A	Staff	Health issues in relation to display screen equipment and work environment	N/A	Legal Obligation	9 (2) (b) Occupational health		
Art, Design and Humanities (ADH) all staff	Referring staff for health assessment to assess fitness to travel, referral form and health report	N/A	Staff	Specific health information via Occ. Health	Regulatory bodies including HESA, HSE and SHA	Consent	9 (2) (b) Occupational health		
Art, Design and Humanities (ADH) all staff managers	Reference letters for staff or PhD students	N/A	Staff/Students	Name, address, contact details and Reference details	N/A	Public Task			
Art, Design and Humanities (ADH) and POD, HR	Faculty Staff Loading Reports (FSLRG) from SWP - showing staff allocation of workload - meetings requested	N/A	Staff	Work allocation reports from SWP system	N/A	Contract			
Art, Design and Humanities (ADH) CELL Team	Collect students information for DATE test	N/A	staff students and third parties	Name, address, contact details and passport	External partners	Public Task			
Art, Design and Humanities (ADH) CELL Team	Collect students information for Foreign Language applications	N/A	Students	Name, address and contact details	N/A	Public Task			
Art, Design and Humanities (ADH) Executive support	To ensure H&S processes for travel are in place / to have communication for emergency situations	N/A	Staff	Contact details, P number, course details, next of kin, name Art, Design and Humanities	N/A	Public Task			
Art, Design and Humanities (ADH) Executive support	To ensure staff replacements, additional payments or contract extensions are put forward to the University Staff Review Group	N/A	Staff	If CAF; monies may be mentioned, employee number and hours worked	N/A	Public Task			
Art, Design and Humanities (ADH) Executive support	To provide external contacts with and Honorary title for visiting	N/A	Staff and third party	Name, email address, phone number	N/A	Public Task			
Art, Design and Humanities (ADH) Executive support	Skype details - for interview candidates on various posts and or meetings	N/A	Staff and applicants	Name, email address	N/A	Public Task			
Art, Design and Humanities (ADH) executive support	Scholarships & awards, payment request form, student agreement/gift agreement/gift aid form	N/A	Staff	Bank details, name, P number email & addresses	N/A	Public Task			
Art, Design and Humanities (ADH) Executive support,	H&S processes for travel and communication.	N/A	Staff	Contact details, student identifiable number, Course details, Next of kin name and contact details	N/A	Public Task			
Art, Design and Humanities (ADH) Executive support, Associate Professor Quality	Responses to external examiners following assessment boards	N/A	HESA, HEFCE, NHS, Staff and third party advocates	Name and address of external examiner, bank details and expenses.	Regulatory bodies including HESA and SHA	Legal Obligation			
Art, Design and Humanities (ADH) Professional Services (faculty office)	Student enrolment/registration stored on database.	N/A	Students and third parties	Personal details, home address, term time address, mobile number, external & internal email address, qualifications, next of kin, DOB, disability information, course details	Possibly shared where the student is studying	Public Task			

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Art, Design and Humanities (ADH) Professional Services (faculty office)	Student registration event certificate enrol form	N/A	Students	Passport, Visa, BRP card	UKVI Border Agency	Legal Obligation		
Art, Design and Humanities (ADH) Professional Services (faculty office)	Student files - data collected throughout the students time at DMU	N/A	Students	Home address, term time address, mobile number, external email address, qualifications, next of kin, DOB, disability data	N/A	Public Task		
Art, Design and Humanities (ADH) Professional Services Faculty Office	Attendance monitoring - capture student attendance to provide an overview of attendance to identify students with attendance issues	N/A	Students	P number attendance record, internal & external email addresses, home and term addresses	N/A	Public Task		
Art, Design and Humanities (ADH) Professional Services Foundation in Art &	Students on the FE Foundation course are registered with Business &	N/A	Student	P number, name, gender, DOB, completion date, mode of study	Registration Board - the awarding body	Public Task		
Art, Design and Humanities (ADH) Professional Services Foundation in Art &	OFSTED - student files and work are made available to OFSTED officers on	N/A	Student	Access to student files, and protected characteristics data by cohort	OFSTED inspection	Legal Obligation		
Art, Design and Humanities (ADH) Professional Services Foundation in Art &	Off campus trips, participants lists	N/A	Students	Mobile, address and emergency contact details	N/A	Public Task		
Art, Design and Humanities (ADH) Professional Services Student Advice Centre	To send text messages to students mobile phones to inform them of cancelled classes	N/A	Students	Mobile phone number	N/A	Public Task		
Art, Design and Humanities (ADH) Research & Innovation Team	Obtaining size of company, monetary and employee size.	N/A	Third parties	staff and third parties	N/A	Public Task		
Art, Design and Humanities (ADH) Research & Innovation Team	Ethical applications - allows staff / students to carry out research within	N/A	Staff, Students and Third Parties	Contact details, registration forms, P numbers	N/A	Public Task		
Art, Design and Humanities (ADH) Research & Innovation Team	Individual & Innovation Research Plan (IIRP) request for research time	N/A	staff	Contact details, special circumstance details	N/A	Contract		
Art, Design and Humanities (ADH) Research & Innovation Team	Letters- bursary sent to students/staff inviting them to DMU	N/A	Staff/Students	Contact details, start and finish dates	N/A	Public Task		
Art, Design and Humanities (ADH) Research & Innovation Team	Students applying for scholarships	N/A	Students	contact details, P number, education history, employment history	N/A	Public Task		
Art, Design and Humanities (ADH) Research & Innovation Team	Historical - details of staff considered for Research Excellence Framework	N/A	Staff	DOB, start date, finish date	N/A	Public Task		
Art, Design and Humanities (ADH) Research & Innovation Team	Applications for multiple DMU opportunities (e.g. research leave)	N/A	Staff	DOB, start date, finish date	N/A	Public Task		
Art, Design and Humanities (ADH) Research & Innovation Team	Providing information service to executives and group managers	N/A	Staff	Date of birth, start date, finish date	N/A	Public Task		
Art, Design and Humanities (ADH) Research & Innovation Team	Honorarium Payment - work undertaken on projects in the past	N/A	Staff and Third Parties	Name, address, bank details	N/A	Contract		
Art, Design and Humanities (ADH) Technical Team	To create Personal Emergency Evacuation Plans (PEEPs) for	N/A	Staff	Contact details, p number, some personal details relating to health	Regulatory bodies including HESA, HSE and SHA	Consent	9 (2) (a) explicit consent	
Art, Design and Humanities (ADH) Technical Team	Reporting accidents/incidents	N/A	Staff	Name	Regulatory bodies including HESA, HSE and SHA	Legal Obligation		
Art, Design and Humanities (ADH) Technical Team	Allow the students to pay goods with credit card	N/A	Students	Payment transaction details	N/A	Contract		
Art, Design and Humanities (ADH), all academic staff managers	new staff to have an account login on arrival	N/A	Staff	DOB, start date, finish date	N/A	Public Task		
Art, Design and Humanities (ADH), All credit card holders or PA's	credit card and procurement card statements - place order and pay using procurement card	N/A	Staff	Name, date of birth, phone number, address	N/A	Public Task		
Art, Design and Humanities (ADH), Executive support	Letters / emails to students in relation to bursaries	N/A	Students	Contact details, start and finish dates	N/A	Public Task		
Art, Design and Humanities (ADH), Faculty Executive	Business Continuity Plan - contact details of individuals are listed for contact purposes in an emergency	N/A	Staff	Contact details	N/A	Public Task		
Art, Design and Humanities (ADH), Faculty Executive	Student complaints - students provide information about themselves when submitting complaints	N/A	Staff	P number, course details, contact details, attendance record and progression information	N/A	Public Task		
Art, Design and Humanities (ADH), Faculty Executive	Student events and meeting with Faculty Executive members	N/A	Staff/Students	P number, course details, contact details	N/A	Public Task		
Art, Design and Humanities (ADH),Associate Dean, (Academic) & team	Student matters queries - ad-hoc processes when something specific happens that raises questions and so data is explored to understand situations better	N/A	Students	P number, course details, contact details (term time/home address)	N/A	Public Task		
Art, Design and Humanities (ADH)Associate Dean, (Academic) & team	Students deferral, interruption, termination, withdrawals and repeat years requests	N/A	Students	P number, course details, contact details email address, attendance record, progression information, previous medical history/other relevant personal history stored in student file, proof of income	N/A	Public Task		
Business & Law (BAL)- Student Advice	Process coursework deferral applications - consider applications which require third party evidence for decision purposes	N/A	Staff and Students	Contact details, student ID, course details, medical details, sensitive details of circumstances which impaired a students performance	Internal only	Public Task	For students 9 (2) explicit consent	
Business & Law (BAL) , Associate Dean (Academic) Associate Professor (Quality) and team	External examiner CVs and nomination forms - used to evaluate the viability of the candidate to be an external examiner at DMU. appoint and pay	N/A	Staff /Third parties	Staff CV information - name, telephone number, date of birth, previous work details, education history, address, title, email address, sometimes including professional designations, academic qualifications publication	Internal only	Public Task	9 (2) (b) employment purposes	
Business & Law (BAL) , Head's Executive Support	Annually request up to date staff contact details when offsite for communication purposes	N/A	Staff	Contact details including their name, home address, personal and work email addresses, personal mobile numbers, internal extensions, DOB, NI number, role responsibilities.	Internal only	Public Task		
Business & Law (BAL)- Director of Faculty Operations	Refer staff through the occupational health on-line tool, through organisation - Health Management.	N/A	Staff	Title, surname and first name, home address, telephone number, DOB, health report	Internal only	Consent	9 (2) (b) Occupational health	
Business & Law (BAL)- Director of Faculty Operations	In liaison with the British Council Trinidad to manage the examination process of our Legal Practice Course	N/A	Students	Student names, Pnumbers	British Council	Public Task		
Business & Law (BAL)- Director of Faculty Operations (working with a small group of Faculty colleagues including, PVC Dean and two Faculty Heads	To review applications of 'Assessed Parking Permits', receiving and considering third party evidence of a medical nature in order to make a decision on the applicants eligibility for an 'Assessed Needs Parking Permit' through a small representative group of people, as part of a Committee, to	N/A	Staff	Title, surname and first name, home address, telephone number, DOB, age, medical/health details, doctors name and surgery address.	Internal Only	Public Task	9 (2) (b) Occupational health	
Business & Law (BAL)- Faculty - Executive Education Unit	Client company and contact information - data collected is used to contact potential clients about Executive Education products and services	N/A	Third parties	Contact information will include the name of the key organisations contact together with their address both personal or organisational depending on the size of the organisation), their telephone number and email address as well as their title, their website and any dietary and accessibility needs whilst they are visiting the university	Internal only	Legitimate Interest		
Business & Law (BAL)- Faculty Office	Monitoring student attendance - capture student attendance to provide an overview of attendance to identify students with attendance issues	N/A	Student	Name, student ID, course details, warning letters and reasons for absence.	Sponsors, employers, debt agencies	Legitimate Interest		
Business & Law (BAL), Faculty Office	Student registration	N/A	Student	De Montfort University's Student Lifecycle Database hold a complete record of the students details from registration through to graduation	UKVI and Sponsors	Legal Obligation (UKVI) Legitimate Interest (Sponsors)		
Business & Law (BAL), Faculty Office	Processing assessment results	N/A	Student	De Montfort University's Student Lifecycle Database hold a complete record of the students details from registration through to graduation	Sponsors, Educational institutions	Legitimate Interest		
Business & Law (BAL), Faculty Office	Recruitment data and staff absence follow up data	N/A	Staff	This data includes all the personal information collected through the De Montfort University Job application process including: name, address, telephone number, email address, NI, previous employment details. In	Internal only	Public Task		
Business & Law (BAL), Placement Team	2nd year searchers CVs and cover letter - details on the CV/cover letter ae used to contact the student for relevant feedback or opportunities	N/A	Students	Student details including name, phone number, email, home address, local address and DOB, if students have provided it as part of their cv, course details, grades, employment history	Employers/placement providers will receive these documents to enable them to recruit for their	Consent		
Business & Law (BAL), Placement Team	Annual report - record student details of placement to support with allocation of placement tutors, monitor number of students placed for departmental targets to conduct	N/A	Students	Student details, including their name and P number, course details, employment details, location details	Internal only	Public Task		
Business & Law (BAL), Placement Team	Placed students forms - contractual agreements for students and to keep on records in the case of exceptional circumstances arising on placement. Induction forms are used to collate	N/A	Students	Student details including name, email address, mobile number, home address, P Number, next of kin, employment details, location of the organisation. All data is drawn directly from the De Montfort University Student Lifecycle database.	Internal only	Public Task		
Business & Law (BAL), Placement Team	Placed students- student letters to provide employers/placement providers confirmation that the student can do a placement as an option as part of their course	N/A	Students	Student full name, course details	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Business & Law (BAL), Placement Team	Black, Asian and minority ethnic workstream - for research reporting purposes on BAME students and the attainment gap in placements	N/A	Students	Ethnicity, course details, grades	Internal only	Public Task	9 (2) (a) explicit consent	
Business & Law (BAL), Placement Team	Student and Academic Services, Placement Team - staff records	N/A	Students	Medical details/notes related to health or disability	Internal only	Consent	9 (2) (a) explicit consent	
Business & Law (BAL), all line managers	Recruitment process paperwork generated by People and Organisational Development	N/A	Staff and applicants	Name, address, phone numbers, emails, qualifications, work experience NI number	Internal only	Public Task		
Business & Law (BAL), all line managers	Contract Request Forms - visiting Prof/Panel member/External Examiners	N/A	Staff	Name, address, telephone number, bank account number and sort code	Internal only	Public Task		
Business & Law (BAL), all line managers	Staff leavers records - records relating to staff who where employed at DMU	N/A	Staff	Name, Address, Telephone Numbers, Date of Birth, Occupational Health Data, Maternity, Sickness Data, Strike Data, Disciplinary Data	Reference requests	Public Task	9 (2) (b) employment purposes	
Business & Law (BAL), All line managers	Professing of Employed staff records - all records relating to staff employed at DMU to ensure effective line management.	N/A	Staff	Name, Address, Telephone Numbers, Date of Birth, Occupational Health Data, Maternity, Sickness Data, Disciplinary Data,	Internal only	Public Task		
Business & Law (BAL), All line managers	Allows staff to carry out work away from DMU campus; to enhance student recruitment/build	N/A	Staff	Contact details, passport information, travel plans, purpose of travel, health declarations, visa	N/A	Public Task	9 (2) (b) employment purposes	
Business & Law (BAL), all line managers	New staff to have an account login for IT systems on arrival	N/A	Staff	DOB, start date, finish date (as applicable)	N/A	Public task		
Business & Law (BAL), all line managers and professional services support	Skype details - for interview candidates on various posts and or meetings	N/A	Staff and applicants	Name, email address	N/A	Public Task		
Business & Law (BAL), all staff	Student information - students email, inbound and outbound with individual staff	N/A	Students	Name, email address, contact number, possible job titles	N/A	Public Task		
Business & Law (BAL), all staff	Referring staff for health assessment to assess fitness to travel, referral form and health report	N/A	Staff	Specific health information via Occ. Health	Regulatory bodies including HESA, HSE and SHA	Consent	9 (2) (b) Occupational health	
Business & Law (BAL), all staff	Reference letters for staff or PhD students	N/A	Staff/Students	Name, address, contact details and Reference details	Internal /external organisations	Public Task		
Business & Law (BAL), all staff	Using Blackboard and emails to communicate with students and external examiners, guest lecturers, visit providers	N/A	Staff/Students	Contact emails, Pnumber, course details, name	Internal only	Public Task		
Business & Law (BAL), all staff in their DMU roles	Correspondence and general running of an academic faculty	NA	Staff	Names, email addresses, phone numbers, references	Internal only	Public Task		
Business & Law (BAL), Associate Dean Academic, Associate Professor Quality and Team	External panel members CVs and nominations forms used to evaluate the viability of the candidate to be an external panel member on a validation panel at DMU	N/A	Staff/Third party	CV information, dependent on the external panel member concerned, usually including name, address, title, and contact email, and sometimes including professional designations, academic qualifications, publication records, membership of associations, etc.	Internal only	Public Task		
Business & Law (BAL), Associate Dean Academic, Programme Leaders, Associate Professor Student Experience & Student Advice	Students deferral, interruption, termination, withdrawals and repeat years requests - students provide information about themselves when	N/A	Students	P number, course details, contact details email address, attendance record, progression information, previous medical history/other relevant personal history stored in student file/SAP	N/A	Public Task	For students 9 (2) (a) explicit consent	
Business & Law (BAL), Associate Dean Academic, Programme Leaders, Module Leader, Associate Professor Student Experience & Student Advice	Student matters queries - ad-hoc processes when something specific happens that raises questions and so data is explored to understand situations better	N/A	Students	P number, course details, contact details (term time/home address)	N/A	Public Task		
Business & Law (BAL), Director of Faculty Operations	To provide Trinidadian graduation gown makers with an idea of how many graduation gowns to make to fit	N/A	Students	In order to provide the graduation gown maker over in Trinidad with an idea of the number of gowns she should make to fit different heights of the current	Graduation support company	Consent		
Business & Law (BAL), Director of Faculty Operations	Student Personal Emergency Evacuation Plans (PEEPs) - records relating to students and staff to assist	N/A	Students/staff	Contact details, medical information	Internal only	Public Task	9 (2) (b) employment purposes	
Business & Law (BAL), Director of Faculty Operations and Head's Support	To record staff attendance during strike action. Information collated at a faculty level and then passed back to	N/A	Staff	Name, Job title, department/school, and whether the individual has attended on any particular day of industrial action	Internal only	Public Task	9 (2) (b) employment purposes	
Business & Law (BAL), Director of Faculty Operations, line managers	Data shared as part of an application for support through Access to Work	N/A	Staff	Recommended adjustments and potentially some special data if assessment shared between the individual and their line manager/Director of Faculty Operations to assist in the provision of their support.	Internal Only/Access to Work	Public Task	9 (2) (b) Occupational health	
Business & Law (BAL), Executive Company Projects	Contact companies via telephone or email - to secure projects for student as part of their course	N/A	Student	Name, position/company address, job title, company address, phone number, website address, mobile if shared.	Internal only	Public Task		
Business & Law (BAL), Executive Company Projects	Review student video interviews - to select students for projects as part of	N/A	Student	Name of the student and their P number. Videos contain the student's answers to a series of questions;	Internal only	Consent		
Business & Law (BAL), Executive Education Unit	Client company and contact information - data collected is used to contact potential clients about Executive Education products and services	N/A	Third Parties	Name of the contact, their company address/personal address depending on the size of the organisation, telephone number and email , their title, their website details, dietary requirements, accessibility issues.	Internal only	Legitimate Interest		
Business & Law (BAL), Executive Support	Business Continuity Plan - Contact details of individuals are listed for the	N/A	Staff	Names, telephone numbers, email address	Internal only	Public Task		
Business & Law (BAL), Executive Support	To set up the Industrial Liaison Committee	N/A	Staff	Individual name, company name, email address, company address	Internal only	Public Task		
Business & Law (BAL), Executive Support, Associate Professor Quality	Responses to external examiners following assessment boards	N/A	HESA, HEFCE, Staff and third party advocates	Name and address of external examiner, bank details and expenses.	Regulatory bodies including HESA	Legal Obligation		
Business & Law (BAL), Executive Support, Head's Support	Arranging travel and booking conferences for - to ensure that	N/A	Staff	General contract details including addresses, postal addresses emails, contact telephone numbers, job title.	External Travel Provider	Public Task		
Business & Law (BAL), Faculty Executive	Student complaints - students provide information about themselves when submitting complaints/ There student	N/A	Staff	P number, course details, contact details, attendance record and progression information	N/A	Public Task	For students 9 (2) (a) explicit consent	
Business & Law (BAL), Faculty Executive	Student events and meeting with Faculty Executive members	N/A	Staff/Students	P number, course details, contact details	N/A	Public Task		
Business & Law (BAL), Faculty Office	Communications with students regarding prize winnings	N/A	Students	P numbers, course details, contact details, bank details	N/A	Public Task		
Business & Law (BAL), Faculty Office	Letters / emails to students in relation to the award of Faculty Scholarships	N/A	Students	P number, course details, contact details	N/A	Public Task		
Business & Law (BAL), Faculty Office and Student Advice	To send text messages to students mobile phones to inform them of	N/A	Students	Mobile phone number	N/A	Public Task		
Business & Law (BAL), Heads and line managers	To ensure staff replacements, additional payments or contract extensions are put forward to the University Staff Review Group	N/A	Staff	Monies may be mentioned, employee number and hours worked	N/A	Public Task		
Business & Law (BAL), Heads and line managers, Faculty Timetables, Union	Faculty Staff Loading Reports (FSLRG) from staff workload planning system -	N/A	Staff	Work allocation reports from staff workload planning system	N/A	Contract		
Business & Law (BAL), Head's Executive Support	Personal information collected relating to an individual's performance, annual leave and	N/A	Staff	Electronic copies of staff sick notes, which will include details of home address, GP Surgery, DOB, details of sickness. Electronic copies of probation reports. All	Internal only	Public Task	9 (2) (h) occupation health. 9 (2) (b) employment purposes	
Business & Law (BAL), Head's Support	Personal information collected relating to recruitment and potential future recruitment of staff purposes	N/A	Staff	This data includes all the personal information collected through the De Montfort University job application process including: Name, address, telephone number,	Internal only	Public Task		
Business & Law (BAL), Head's Support	Personal information relating to part time hourly paid staff, possible future	N/A	Staff	This data includes all the personal information collected through the De Montfort University job application	Internal only	Public Task		
Business & Law (BAL), Leicester Castle Business School	Collection of Staff Research - Reporting of staff research activity against Association to Advance Collegiate Schools of Business	N/A	Student/Staff	Aggregate of research outputs including journal publications, conference presentations and attendance, peer review activity, editorships etc by department. (no personal identification data)	Aggregated records of research output are shared with AACSB as per the accreditation reporting	Public Task		
Business & Law (BAL), Leicester Castle Business School	Collection of staff qualifications & professional activities during the last	N/A	Staff	Data table containing the start date of staff member, their highest qualification (subject, year achieved),	Aggregated records of research output are shared	Public Task		
Business & Law (BAL), Leicester Castle Business School	Collection of staff workload planning activities for latest completed	N/A	Staff	Aggregated number of staff teaching hours on a modular level across the latest teaching year and total	Aggregated records of research output are shared	Contract		
Business & Law (BAL), Leicester Castle Business School	Collection of basic staff details - population of Academic database in line with structure and responsibilities	N/A	Staff	Standard staff CV data sharing/privacy guidelines. This may include, name, work contact number, email address telephone number, room number, gender, date	Internal only	Public Task		
Business & Law (BAL), Leicester Castle Business School	Collection of staff contact details providing up to date contact details for	N/A	Staff	Staff or work contact details and gender, including name and email address and the academic programmes they	Shared with CMI as per membership requirements	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Business & Law (BAL), line managers	To ensure H&S process for travel are in place/ to have communications for emergency situations	N/A	Staff/Students	Contact details: name, Pnumber, course details, next of kin name and contact details, email address, telephone number	Internal only	Public Task		
Business & Law (BAL), line managers	Staff appraisals - to manage staff objectives training and performance	N/A	Staff	Name, Job title	Internal only	Public Task		
Business & Law (BAL), line managers	Setting up of UniTemps contracts and Processing UniTemps timesheets through UniTemps	N/A	Staff/Students	Name, job role and financial data	Internal Only/UniTemps	Public Task		
Business & Law (BAL), Research & innovation Officer	Application for ethical approval - to receive and process ethics applications of research students and staff required to conduct research. Ethics applications are required (where	N/A	Students	Name, research activity	Internal only	Public Task		
Business & Law (BAL), Research & innovation Officer	Applications for research allowance	N/A	Staff/Student	Name, internal email addresses, application forms and associated emails	Internal only	Public Task		
Business & Law (BAL), Research & innovation Officer	Early Career Research Fund - funding application, funding from the European Research Council fund	N/A	Student	Name, research activity, academic department and research area	Internal only	Public Task		
Business & Law (BAL), Research & innovation Officer	Doctoral Support Fund, funding application - application process from PGR students seeking funding from the Business and Law Doctoral Support Fund	N/A	Student	Name, P number, research activity	Internal only	Public Task		
Business & Law (BAL), Research & innovation Officer	Developing Research Fund, funding application process for staff seeking funding from Developing Research Fund	N/A	Staff	Name, research activity, and email address	Internal only	Public Task		
Business & Law (BAL), Research & innovation Officer	Processing of data received from our 'On-Line-Store' to assist with conference/delegate processes. On-line-store sends email to team as part	N/A	Third parties/Staff	Name, email address, organisation name, dietary requirements, access issues.	Internal only	Legitimate Interest		
Business & Law (BAL), Research Staff	Conducting research - collecting data in relation to specific research projects	N/A	Staff / Research Data Subjects	Details participants (Names/Addresses/Age/ Ethnicity) all data captured (with the consent (consent form) of the participant (participant information sheet) and all	Internal, documented partners or collaborators	Public Task	9 (2) (j) Research	
Business & Law (BAL), SAP finance users	Processing financial documents to enable payments, make payment instructions to suppliers/partners to	N/A	Staff	Addresses, emails, telephone numbers, business expenses documentation and remuneration agreements and consultancies. Postal address, contract telephone	Internal only	Public Task		
Business & Law (BAL), Student Advice Centre	Support Officer on one to one meeting notes and student pregnancy meetings	N/A	Student	Personal information relating to any difficulties the student may currently be under and for pregnancy details of related illnesses and due dates etc. In order to	Internal only	Public Task	9 (2) (a) explicit consent	
Business & Law(BAL) , Student Advice Centre	Data collected to contact students to provide reports (APO) Academic Offence process officers and keep records of previous offences	N/A	Students	Student name, Student P number, address, ethnicity, gender, module codes and module titles, programme details, offence details, audio records of hearings, sensitive information including GP/hospital letters	Data collected under the request of SAAS	Public Task	9 (2) (a) explicit consent	
Business & Law, the Director of Faculty Operations	To comply with the University's requirement to complete and record risk assessments for female staff and	N/A	Female staff and students	First and second name of the staff member. Full name, Pnumber and date of birth for students.	Internal only	Public Task	9 (2) (b) Occupational health	
Computing, Engagement & Media Faculty, Institute of Energy & Sustainable Development (IESD)	Fielding PhD applications - identify supervisor and whether to interview	N/A	Staff	Name, address, DOB, interests, education, skills, experience, qualifications, email address	Internal only	Public Task		
Computing, Engagement & Media, Associate Dean (Academic) & team	Student invitations to student voice events - to capture their voice at events	N/A	Students	Pnumber, attendance record progression information, timetable course details, contact details (email address/personal email address)	Internal only	Public Task		
Computing, Engagement & Media, Associate Dean (Academic) & team	Student complaints - students provide information about themselves when submitting complaints, their student	N/A	Students	Pnumber, course details, email address, name, attendance record progression information	Internal only	Public Task		
Computing, Engagement & Media, Associate Dean (Academic) & team	Student requests for interruptions or repeat years where the student often provides personal data, their student file may also be accessed to better	N/A	Students	Pnumber, course details, email address, attendance record progression information, previous medical history/other relevant personal history stored in student file	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Computing, Engagement & Media, Associate Dean (Academic) & team	Student matters queries - ad-hoc processes when something specific	N/A	Students	Pnumber, course details, term time home address, email telephone number	Internal only	Public Task		
Computing, Engagement & Media, Associate Dean (Academic) & team	Staff CVs (for validation and periodic reviews) used with documentation that is given to panel members as part	N/A	Staff	Name, telephone number, DOB, previous work details, education history, address, title, email address sometimes	Internal only	Public Task		
Computing, Engagement & Media, Associate Dean (Academic) & team	External examiner CVs and nomination forms - used to evaluate the viability of the candidate to be an external examiner at DMU	N/A	Staff/Third party	Staff CV information - name, telephone number, date of birth, previous work details, education history, address, title, email address, sometimes including professional designations, academic qualifications publication	Internal only	Public Task		
Computing, Engagement & Media, Associate Dean (Academic) & team	External panel members CVs and nominations forms used to evaluate the viability of the candidate to be an external panel member on a validation panel at DMU	N/A	Staff/Third party	CV information, dependent on the external panel member concerned, usually including name, address, title, and contact email, and sometimes including professional designations, academic qualifications, publication records, membership of associations, etc. Nomination form is University standard form (DAQ-owned) and requires certain information to be provided.	Internal only	Public Task		
Computing, Engagement & Media, Associate Dean (Academic) & team	DMU staff's external examining at other institutions to allow checking for	N/A	Staff	Tenure dates, place where the staff have been external examiners, email requests	Internal only	Public Task		
Computing, Engagement & Media, Associate Dean(Academic) & team	Student deferral requests - students provide information about themselves when submitting deferral requests,	N/A	Students	Pnumber, course details, email address, attendance record progression information	Internal only	Public Task		
Computing, Engagement & Media, Exec Support	Business Continuity Plan - listed for the purposes of contacting them in the event of a continuity emergency	N/A	Staff	Names, telephone numbers, email address	Internal only	Public Task		
Computing, Engagement & Media, Exec Support	Contract Request Forms - visiting Prof/Panel member/External	N/A	Staff	Name, address, telephone number, bank account number and sort code	Internal only	Public Task		
Computing, Engagement & Media, Exec Support	Recruitment process paperwork, generated by People and Organisational Development	N/A	Staff	Name, address, telephone number, NI number, DOB	Internal only	Public Task		
Computing, Engagement & Media, Exec Support	Employed staff records, return to work/Myattendance, Myappraisal/ADR/MAX, honorariums	N/A	Staff	DOB, health data, sickness data, strike data, phone number, email, home address, salary details, NI number	Consent (OH) Public Task (Otherwise)	9 (2) (b) employment purposes 9 (2) (h) Occupational health	
Computing, Engagement & Media, Executive Support	To ensure H&S process for travel are in place/ to have communications for emergency situations	N/A	Staff/Students	Contact details: name, Pnumber, course details, next of kin name and contact details, email address, telephone number	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	To ensure occupational health can approve travel and send relevant	N/A	Staff	Specific health information - name of staff member, health related illness, telephone number, email and	Internal only	Public Task	9 (2) (h) Occupational health	
Computing, Engagement & Media, Executive Support	To create Personal Emergency Evacuation Plans (PEEPs) for individuals who need support during fire evacuation	N/A	Staff/Students	Name of person, Pnumber, personal details relating to health, disabilities, telephone number	Internal only	Public Task	9 (2) (a) explicit consent	
Computing, Engagement & Media, Executive Support	To address any work environment or display screen equipment issues relating to health	N/A	Staff	Health issues in relation to display screen equipment and work environment	Internal only	Public Task	9 (2) (h) Occupational health	
Computing, Engagement & Media, Executive Support	To ensure staff replacements, additional payments or contract	N/A	Staff	If CAF; monies may be mentioned, employee number and hours worked	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	List of part-time lecturers' to enable contact	N/A	Staff	Name, address, email addresses, telephone number, National Insurance, DOB	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	Reference letters - Head of School has been request to provide a reference	N/A	Staff	Reference details - name of person, email address, phone number, where they worked, how long they worked, attendance status	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	PhD Scholarships and Bursaries, printed documents for moniations	N/A	Staff	Name, address, email address, telephone number, education field, name of supervisor	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	Scanned copies of Faculty Staff - reports - for the purpose for the Faculty Staff Loading Reports Group meetings requested via People & Organisational Development this meeting feeds back to Joint	N/A	Staff	Work allocation reports from SWP system	Internal only	Contract		
Computing, Engagement & Media, Executive Support	New staff to have an account login on arrival	N/A	Staff	DOB, start date, finish date	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	Staff contact spreadsheet - provided in case the Head of School or other staff need to reach them urgently	N/A	Staff	Name, email address, telephone number	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	To provide external contacts with an honorary title (unpaid contract for a fixed term)	N/A	Staff	Name, address, bank account and sort code details, duration of work undertaken and the date it was undertaken	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	To set up the Industrial Liaison Committee Sharepoint	N/A	Staff	Individual name, company name, email address, company address	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Computing, Engagement & Media, Executive Support	Skype details for interview candidates and Industrial Liaison Committee	N/A	Staff	Name, skype ID, email address, telephone number	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	Strike data - to capture details of staff who did and did not take strike action	N/A	Staff	Name email, phone number, strike dates, Trade Union	Internal only	Public Task	9 (2) (b) employment purposes	
Computing, Engagement & Media, Executive Support	Student data held outside of OL-5 e.g. overseas, ERASMUS etc	N/A	Students	Name, contact information, DOB, next of kin, disability	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring) & 9 (2) (a) explicit consent	
Computing, Engagement & Media, Executive Support	Email contact with students via individual mailbox	N/A	Students	Name, phone number, email address, Pnumber	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	Part time hourly paid lecturers contracts - to ensure the contracts are signed by the Head of School and	N/A	Staff	Name, address, email address, telephone number, Head of school signature and name, start date and end date of contract, NI number	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	scanned and printed copies of interview paperwork, CV's applications to conduct the interview process	N/A	Staff	Name, address, passport copy, Education qualification certificate copies, telephone number, email address, work reference	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	Scanned data form for access to the ILC Sharepoint site	N/A	Staff	Name, email address, username	Internal only	Public Task		
Computing, Engagement & Media, Executive Support	Requests for new/replacement posts, contract changes and honorariums processed by the School of	N/A	Staff	Employee number and hours worked	Internal only	Public Task		
Computing, Engagement & Media, Institute of Energy & Sustainable Development Research Group	Recruiting researchers - select best candidate for job	N/A	Staff	Name, address, DOB, interests, education, skills, experience, qualifications, email address	Internal only	Public Task		
Computing, Engagement & Media, Institute of Energy & Sustainable Development Research Group	Fielding applications for internships judge skills and whether a suitable job exits	N/A	Staff	Name, address, DOB, interests, education, skills, experience, qualifications, email address	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Reports from Forensic Computing 4 Practitioners (FC4P) database and spreadsheet for information	N/A	Staff	Names, modules taken, fees, award aims courses to be taken balances carried over	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Management of Forensic Computing 4 Practitioners (FC4P) inbox	N/A	Staff	Email addresses, phone numbers, fee information	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Project travel spreadsheet - receive the travel authorisation request (TAR) and log the information regarding the	N/A	Staff	Name, DOB, phone number, passport details	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Project travel inbox	N/A	Staff	Name, DOB, phone number, passport details	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Project travel inbox - receive email, contacting email	N/A	Staff	Name, DOB, phone number passport details	Internal only	Public Task		
Computing, Engagement & Media,	Project travel online files - create	N/A	Staff	Name, DOB, address, passport number, email	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Obtaining CV's for a position/role applied for at DMU	N/A	Staff	Name, address, employment history, work experience, education	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Collection of old Body Maps for team members in the RIO office for any health work health related issues	N/A	Staff	Name, position	Internal only	Consent	For students 9 (2) (a) explicit consent	
Computing, Engagement & Media, Research & Innovation Office	DMU accident/incident report storing form on shared drive	N/A	Staff	Name, telephone number	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Obtaining company size for Higher Education Business community	N/A	Staff	Obtaining size of company, monetary and employee size, company name	Internal only	Legitimate Interest		
Computing, Engagement & Media, Research & Innovation Office	Project order and travel paper, based files - filing of paper based travel order forms, invoices, payment request forms, project expenses F38's	N/A	Staff	Name, DOB, phone number, addresses	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Research travel - allows staff to carry out work outside of DMU	N/A	Staff	DOB, nationality, name, phone number, passport number, travel route, purpose of travel	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Research finance other - refunds, payment request forms, external examiner claims student claims	N/A	Staff	Name, address, email, travel route purpose of travel, bank details, telephone number	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Research expenses - historical refund travel costs	N/A	Staff	Name, address, email, travel route purpose of travel, bank details, telephone number	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Ethical applications - allows staff/ students to carry out research within approved conditions	N/A	Staff	Name, address, student number/staff number, registrations forms, telephone number	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Individual & Innovation Research Plan - request for research time allocation	N/A	Staff	Name, special circumstance details	Internal only	Contract		
Computing, Engagement & Media,	Letters, bursary bench fee to	N/A	Staff/Students	Name, address, email address, start and finish dates	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Doctoral College Faculty Scholarship Applications Forms - students applying for scholarships- high flyers, full bursary	N/A	Students	Name, address, Pnumber, education history, employment history	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Research Excellence Framework database	N/A	Students	DOB, start date, finish date	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Research staff applications for DMU opportunities (e.g. research leave)	N/A	Staff	DOB, start date, finish date	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Research staff list provide info to executives, faculty, resource group managers	N/A	Staff	DOB, start date, finish date	Internal only	Public Task		
Computing, Engagement & Media, Research & Innovation Office	Honorarium payment - for work undertaken on projects in the past	N/A	Staff/students	Name, address, bank details	Internal only	Public Task		
Computing, Engagement & Media, Subject Group Leader	Using Blackboard and emails to communicate with students and	N/A	Staff/Students	Contact emails, Pnumber, course details, name	Internal only	Public Task		
Director of Operations	Refer staff through the occupational health on-line tool, health management, staff wellbeing related	N/A	Staff/Students	Home address, DOB, as well as any documentation provided by health management	Internal only	Public Task	9 (2) (h) Occupational health	
Directorate of Social Impact and Engagement Executive Office	Contact lists for the PVC and Director of SIE - to create a permanent record	N/A	Staff, business contact, partners, prospective partners	Name, job title, email address, address, telephone number	Internal only	Legitimate Interest		
Directorate of Social Impact and Engagement Executive Office	Emergency contact details for senior members of staff within Social Impact & Engagement who are often	N/A	Staff	Mobile phone and email addresses	Internal only	Public Task		
Directorate of Social Impact and Engagement Executive Office	Reports outlining participation in mandatory training and appraisals	N/A	Staff	Name, job title, department, % pass rate if applicable	Internal only	Public Task		
DMU Local	Participants of the Talent 25 research project provide their details to receive regular newsletter	N/A	Third party	Full name, email address	Internal only	Legitimate Interest		
DMU Local	Participants of the Talent 25 research project provide their details to receive regular newsletter	N/A	Third party	Full name, email address	Internal only	Legitimate Interest		
DMU Local	Parental/Guardian consent collected for Under 16s to attend DMU for	N/A	Parents	Full name, DOB, ethnicity, disability, care status, free school meals information	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
DMU Local	DMU students personal data in relation to taking part in	N/A	Students	Full name, telephone number and email address	Internal only	Legitimate Interest		
DMU Local	Students complete application forms for longer term outreach interventions	N/A	Students	Full name, telephone number, email address, DOB, address, gender, medical conditions, emergency contact	Internal only	Legitimate Interest	For students 9 (2) (a) explicit consent	
DMU Local	Service User information inputting into confidential online database for	N/A	Service Users	Full name, address, telephone number, email address, DOB, medical conditions	Internal only	Legitimate Interest	9 (2) (a) explicit consent	
DMU Local	Participants taking part in DMU Local Diabetes project, complete risk	N/A	Third party	Full name, address, telephone number, email address, DOB, medical conditions	Diabetes UK	Legitimate Interest	For students 9 (2) (a) explicit consent	
DMU Local	DMU staff, students and general public complete application form for	N/A	Staff, Students Third party	Full name, email address	Internal only	Legitimate Interest		
DMU Local	Members of the public complete application form to participate in	N/A	Third party	Full name of parent and child, address, telephone number, email address, date of birth	Internal only	Legitimate Interest		
DMU Local	Participants of the Talent 25 research project provide their details to receive	N/A	Third party	Full name, email address	Internal only	Legitimate Interest		
DMU Music	Consent - processing payments	N/A	Freelance musicians	Full name, home address, name and address of bank account number, sort code as required by University	Internal only	Contract		
DMU Music	Consent - DMU Music Marketing	N/A	Staff/Students	Email address	Internal only	Legitimate Interest		
DMU Music	Consent - DMU Marketing	N/A	Students	Full name and email address	In addition to DMU Music staff members, mailchimp also have access to the	Legitimate Interest		
DMU Venues, Estates and Facilities	To create a binding document that sets out the terms of the booking contract	N/A	Staff/Students	Name, address, email address and telephone contact details	Internal only	Contract		
DMU Venues, Estates and Facilities	To raise invoices for payments required for room and facility hire	N/A	Students	Bank account details	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
DMU Venues, Estates and Facilities	Collate personal data to use for marketing purposes and promote future opportunities	N/A	Students	Name and accommodation room number	Liberty Park/New Wharf Halls	Public Task		
DMU Venues, Estates and Facilities	Accommodation - to record attendees staying in hall of residence in case of emergency evacuation	N/A	Students	Name and accommodation room number	Liberty Park/New Wharf residents	Public Task		
DMU Venues, Estates and Facilities	Diet and meds - to record dietary requirements and medical issues should assistance be required whilst	N/A	Students	Name, dietary requirements and medical details	Chartwells	Public Task	For students 9 (2) (a) explicit consent	
DMU Venues, Estates and Facilities	Catering hospitality recharging -	N/A	Students	Name, address and amount to be invoiced	Chartwells	Public Task		
DMU Venues, Estates and Facilities	Recruitment of staff - to ensure the required staff are in place	N/A	Staff	Name, Address, qualifications, contact details	POD, other interview panel members	Public Task		
DMU Venues, Estates and Facilities	Staff appraisals - to manage staff objectives training and performance	N/A	Staff	Name, Job title	Internal only	Public Task		
DMU Venues, Estates and Facilities	Staff attendance logging- to manage staff attendance	N/A	Staff	Name and medical information	Internal only	Public Task	9 (2) (b) employment purposes	
DMU Venues, Estates and Facilities	Staff disciplinary process - to manage staff performance	N/A	Staff	Name email address home address and relevant details	POD	Public Task		
DMU Venues, Estates and Facilities	Staff training applications - to manage staff development	N/A	Staff	Name, job title	Internal only	Public Task		
DMU Venues, Estates and Facilities	Staff timesheet applications - to ensure staff accrue overtime hours	N/A	Staff	Name	POD	Public Task		
DMU Venues, Estates and Facilities	Staff leave requests - to manage staff leave requests	N/A	Staff	Name	POD	Public Task		
DMU Venues, Estates and Facilities	Staff expense applications - to approve staff expenses claims	N/A	Staff	Name, job title	Finance team	Public Task		
DMU Venues, Estates and Facilities	Complaints handling - to manage service complaints	N/A	Staff	Name, address and relevant details regarding the complaint	SAAS	Public Task		
DMU Venues, Estates and Facilities	Postal and parcel service - to provide external people with DMU information	N/A	Staff/Students	Name, address	Internal only	Public Task		
DMUglobal	students are required to submit details of why they would like to participate in the opportunity. This information is collected via the online application	N/A	Students	P number, name, email address, telephone numbers , answer to essay questions	Internal only	Legitimate Interest		
DMUglobal	Processing payment of student bursaries	N/A	Students	Account number, sort code	Internal only	Legitimate Interest		
DMUglobal	Collecting disability/health information through the confidential information form	N/A	Students	Name, disability, mental health, medication, medical conditions, allergies, dietary requirements	Dietary requirements are shared with airlines to cater for meal requests. Disability	Legitimate Interest	For students 9 (2) (a) explicit consent	
DMUglobal	Holding Student contact detail So students can be contact by DMUglobal and trip leads	N/A	Students	Name, phone, emails (both DMU & Personal)	Internal only	Legitimate Interest		
DMUglobal	Holding participants next of kin for emergency point of contact details	N/A	Students and next of kin	Student name and telephone number, Next of kin name, relationship, contact address, telephone number and email address	Internal only	Legitimate Interest		
DMUglobal	Incoming student exchange nomination form for eligibility to	N/A	Incoming exchange students	Name, address, telephone number, email address, DOB, year of study, programme of study, duration of	Internal only	Public Task		
DMUglobal	Incoming student exchange application form - to allow partner	N/A	Students	Name, address, telephone number, email address, DOB, institution details, study details, medical conditions,	Internal only	Legitimate Interest		
DMUglobal	Staff opportunity proposal form to ensure exchange students can study	N/A	Staff	Name, email address	Internal only	Public Task		
DMUglobal	De Montfort University Students' Union opportunity proposal form o propose opportunities and to review and approve opportunities in a fair and transparent process	N/A	Students	Name, opportunity details	Internal only	Legitimate Interest		
DMUglobal	Languages at DMU application form - to allow De Montfort Students Union staff to propose DMUglobal opportunities, and to review and approve opportunities in a fair and transparent process	N/A	Students	Name, email address, Pnumber, and evaluation details of the course attended	Internal only	Legitimate Interest		
DMUglobal	DMU job application forms - to review and select candidates. It is used to also complete all HR documentation throughout the recruitment process	N/A	Staff/Students	Name, email address , phone number, education and qualifications details, employment history, application questions, referees, diversity & inclusion (standard DMU job application form)	Internal only	Public Task	9 (2) (b) employment purposes	
DMUsport	Membership database - students purchasing a sport membership to manage eligibility for competition,	N/A	Students	Name, P number of students, DMU email and personal email address, mobile number	Internal only	Consent		
DMUsport	Committee contact list for all elected club officials for communication throughout the year	N/A	Students	Name, P number of students, DMU email and personal email address, mobile number	Internal only	Legitimate Interest		
DMUsport	DMUactive registers data collection to monitor attendance/eligibility	N/A	Staff/Students	Name, P number of students, DMU email and personal email address, mobile number	Internal only	Legitimate Interest		
DMUsport	Activator contact list - contact details for all appointed student activators for communication throughout the year	N/A	Students	Name, P number of students, mobile number	Internal only	Legitimate Interest		
DMUsport	Coaches contact list - contact details of for all appointed coaches for communication throughout the year	N/A	Staff/Students/Consultants	Name, P number of students, DMU and personal email address, mobile number	Internal only	Legitimate Interest		
DMUsport	Student scholarship application - correspondence applying for DMUsport scholarships prospective students applying for DMUsport scholarships	N/A	Prospective students	Name, UCAS number, P number of students, email address	Internal only	Public Task		
DMUsport	Student scholarship application emails applying for DMUsport scholarships prospective students applying for DMUsport scholarships	N/A	Prospective students	Name, UCAS number, P number of students, email address	Internal only	Public Task		
DMUsport	Student scholarship lifestyle application applying for DMUsport scholarships prospective students applying for DMUsport scholarships	N/A	Students	Name, Pnumber of students, session notes taken at the meeting	Internal only	Legitimate Interest		
DMUsport	Student information required for entry in to British Universities & Colleges Sport (BUCS) competitions to confirm eligibility	N/A	Students	Name, P number of students, DMU and personal email address, next of kin name and contact telephone number	British Universities & College Sport - CEO Vince Mayne	Legitimate Interest		
DMUsport	Team sheets	N/A	Students	Name, email address	Internal only	Legitimate Interest		
DMUsport	S&C registers/test results/programmes/inductions testing scores of students attending training for data collection to monitor attendance/eligibility improvement	N/A	Students	Name, Pnumber, email address	Internal only	Legitimate Interest		
DMUsport	S&C rehab programmes testing scores of students attending training for data collection to monitor attendance/eligibility improvement	N/A	Students	Name, Pnumber, email address	Internal only	Legitimate Interest		
DMUsport	Partnership contracts - details of partnership organisations/individuals	N/A	Partners	Name, address, telephone number, email address, job title	Internal only	Legitimate Interest		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
DMUsport	Physio Reports for data collection to monitor attendance/eligibility	N/A	Students	Name, injury and treatment	Internal only	Legitimate Interest	For students 9 (2) (a) explicit consent	
DMUsport	Financial PRF's scholars	N/A	Students	Account number, full name, sort code, address to make payment, email address	Internal only	Public Task		
DMUsport	Financial PRF's students	N/A	Students	Account number, full name, sort code, address to make payment, email address	Internal only	Public Task		
Doctoral College Research Services	Upload applicant details to SAP/CRM and the shared drive	N/A	Staff/Students	Personal data - proof of identity details as necessary to verify the applicants details. Personal data as held in recorded form at DMU	Internal only	Public Task		
Doctoral College Research Services	Upload students details to SAP	N/A	Staff/Students	Personal data - proof of identity details as necessary to verify the applicants details. Personal data as held in DMU	Internal only	Public Task		
Doctoral College Research Services	Students to provide bank details, Doctoral College confirm these have	N/A	Staff/Students	Name, bank detail, account number, sort code, branch details	Internal only	Public Task		
Doctoral College Research Services	Student submits extension/interruption request	N/A	Staff/Students	Personal information, life circumstances, medical evidence, death certificates	Internal only	Public Task	For students 9 (2) explicit consent	
Doctoral College Research Services	Examiners submit expense claim for payment with examination paperwork	N/A	Staff/Students	Name, bank details - account number, sort code and branch details, receipts for any additional expense	Internal only	Public Task		
Doctoral College Research Services	ITMS to create external supervisor record so supervisors can access the	N/A	Staff/Students	Name, email address, home address DOB, job role, contact details	Internal only	Public Task		
Doctoral College Research Services	Examiner to provide CV	N/A	Staff/Students	Academic CV	Internal only	Public Task		
Doctoral College Research Services	Academics submit a change in supervision request	N/A	Staff/Students	Name, email address, home address DOB, job role, contact details	Internal only	Public Task		
Enterprise Business Relations (EBR), Business & Engagement	Emails via outlook - to promote university services to businesses (B2B), marketing and promotional purposes. Prospecting for sales,	N/A	Staff	Email addresses, names, Job title, business addresses	Data may be shared via a group email scenario when working on a project in partnership with others	Legitimate Interest		
Enterprise Business Relations (EBR), Commercial Partnerships	Promotional activity and commercial discussions to promote university	N/A	Staff/Students	Email addresses, names, job title, business addresses	Data may be shared via a group email scenario when	Legitimate Interest		
Enterprise Business Relations (EBR), Information & Communications	Promote DMU services to business (B2B), marketing and promotional purposes. Prospecting for sales.	N/A	Staff	Databases of B2B, data Inc.; name, email, phone, address, job title, company name, company turnover, company employee numbers	Mailchimp third party direct marketing agencies	Legitimate Interest		
Enterprise Business Relations (EBR), Information & Communications	Emails via outlook - to liaise with suppliers and contacts who provide	N/A	Staff	Email addresses, name business addresses	Data may be shared via a group email scenario when	Legitimate Interest		
Enterprise Business Relations (EBR), Reception	Replies to Eventbrite requests to attend events - to confirm event bookings	N/A	Staff/Students	Email addresses, names, business addresses	Eventbrite	Legitimate Interest		
Enterprise Business Relations (EBR), Apprenticeships	Management of apprenticeship offer - facilitate the running of DMU's apprenticeship and maintain accurate records across IT systems to draw down funding from regulatory bodies	N/A	Staff	Apprentice names, DOB, residential address, contact details, protected characteristic data, course details, employment details	Data shared with apprentice's employer and the Education and Skills Funding Agency (ESFA) where an apprentice has	Legitimate Interest		
Enterprise Business Relations (EBR), Business Development	Promotional activity and commercial discussions - to promote university services to businesses (B2B), marketing and promotional purposes, prospecting for sales, balancing	N/A	Staff	Email addresses, names, job title, business addresses	Data may be shared via a group email scenario when working on a project in partnership with others	Legitimate Interest		
Enterprise Business Relations (EBR), Business Development	Proposals and costings - prepared which contain a range of commercially sensitive data	N/A	Staff	Names, business phone numbers, email & postal addresses, CVs	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Business Development	Facilitate commercial discussions to promote university services to businesses (B2B) marketing and	N/A	Staff	Names and job titles, business phone numbers, email & Postal addresses	Data may be shared via a group email scenario when working on a project in	Legitimate Interest		
Enterprise Business Relations (EBR), Business Development	Promotional activity and commercial discussions to promote university services to businesses (B2B) marketing	N/A	Staff	Email addresses, names, job title, business addresses	Data may be shared via a group email scenario when working on a project in	Legitimate Interest		
Enterprise Business Relations (EBR), Business Development	Emails via outlook - to liaise with suppliers and contacts who provide services to the university. To respond to enquiries from external parties	N/A	Staff	Names , business phone numbers and email addresses	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Business Development	Emails via Outlook promotional activity and commercial discussions resulting in contracts	N/A	Staff	Email addresses, names, business addresses	Data may be shared via a group email scenario when working on a project in	Legitimate Interest		
Enterprise Business Relations (EBR), Business Development	CRM - to maintain a database for contacts in external organisations	N/A	Staff	Business names, phone numbers, email addresses and postal addresses	Data will be shared across the DMU CRM Sap System. All DMU departments can	Legitimate Interest		
Enterprise Business Relations (EBR), Information & Communications	Promotional and communications - to Promote DMU research events, information to research contracted staff	N/A	Staff	Staff names, emails, job titles	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Innovation Centre	Email via outlook - to communicate with potential tenants and promote university services	N/A	Staff	Email addresses, names, business addresses	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Innovation Centre	Lease documentation - electronic copies of lease documentation for reference	N/A	Staff	Business addresses, company name, registration numbers, details of contract between DMU and party	Internal only	Contract		
Enterprise Business Relations (EBR), Innovation Centre	Invoicing documentation - electronic copies of invoices for reference	N/A	Staff	Company names/addresses	Internal only	Contract		
Enterprise Business Relations (EBR), Innovation Centre	Purchase orders copies - of purchase orders with suppliers	N/A	Staff	Company names/addresses	Internal only	Contract		
Enterprise Business Relations (EBR), Innovation Centre	Tenant directories - directories of tenant location reference	N/A	Staff	Company names, phone numbers and business locations	Internal only	Contract		
Enterprise Business Relations (EBR), Knowledge Exchange	Spreadsheet of contacts/expressions of interest for potential Knowledge Transfer Partnerships - to identify possible leads for Knowledge Transfer	N/A	Staff	Names, job titles, faculty engagement with KTP	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Knowledge Exchange	Paperwork (including contracts) for business contacts to conduct Knowledge Transfer Partnership projects and activities	N/A	Staff	Emails, addresses, names, job titles, business addresses	Internal only	Contract		
Enterprise Business Relations (EBR), Knowledge Exchange	Recruitment paperwork to recruit Knowledge Transfer Partnerships	N/A	Staff	Email addresses, names, job title, business addresses	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Knowledge Exchange	Emails via outlook - liaise with suppliers who provide services to the university. To respond to enquiries from external parties	N/A	Staff	Email addresses, names, business addresses, job titles, phone number	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Project Finance	Email via Outlook, financial data - to support Enterprise Business Relations with project finance	N/A	Staff	Staff names, email, job titles, faculty	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Project Finance	Emails via Outlook - to process project codes through the correct signatory	N/A	Staff	Staff names, email, job titles, faculty	Data may be shared via a group email scenario when	Legitimate Interest		
Enterprise Business Relations (EBR), Reception	Liaise with suppliers and contacts, to respond to enquiries from external	N/A	Staff	Email addresses, name business addresses	Data may be shared via a group email scenario when	Legitimate Interest		
Enterprise Business Relations (EBR), Reception	Invite members to events held at the Innovation Centre	N/A	Staff	Email addresses, name business addresses	Internal only	Legitimate Interest		
Enterprise Business Relations (EBR), Reception	Invite staff/tenants to events held at the Innovation Centre also to confirm room bookings and car park reservations, and to advise of deliveries or guests arriving	N/A	Staff/Students	Email addresses, name, business addresses	Data may be shared via a group email scenario when working on a project in partnership with others	Legitimate Interest		
Estates, Accommodation Team	Accommodation Bookings - Information sent to private tenancy documents	N/A	Students	Contact details, RMS ID, DOB, gender, nationality, course offer, student ID number, health or disability information	Private nominated provider where the room has been booked so they can complete the tenancy	Contract	For students 9 (2) (a) explicit consent	
Estates, Accommodation Team	Disability referrals - provide suitable accommodation and consider adaptations	N/A	Students	Contact details, health and disability	Halls where room has been booked to ensure any reasonable adjustments are made prior to the students arrival. Also so staff are aware of what to do it	Contract	For students 9 (2) (a) explicit consent	
Estates, Accommodation Team	Booking details review - health and medical conditions	N/A	Students	Health and medical conditions	Private nominated provider where the room has been booked so they are aware of any medical conditions that are declared and can make any necessary arrangement for storage of medication	Contract	For students 9 (2) (a) explicit consent	
Estates, Accommodation Team	Contract release applications - to allow students to leave accommodation early	N/A	Students	Grounds for considering release including medical information	Private nominated provider where the room is nominated	Contract	For students 9 (2) (a) explicit consent	
Estates, Estate Management	Recruitment of staff - to ensure the required staff are in place	N/A	Staff	Name, address, qualifications, contact details	POD, other interview panel members	Public Task		
Estates, Estate Management	Staff appraisals - to manage staff objectives training and performance	N/A	Staff	Name and job title	Internal only	Public Task		
Estates, Estate Management	Staff attendance logging - to manage staff attendance	N/A	Staff	Name and Medical information	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Estates, Estate Management	Staff disciplinary process - to manage staff performance	N/A	Staff	Name and details regarding the staff performance, including medical information, actual performance or allegation information	POD	Public Task	9 (2) (b) employment purposes	
Estates, Estate Management	Staff training applications - to manage staff development	N/A	Staff	Name and job title	Internal only	Public Task		
Estates, Estate Management	Staff timesheet applications - to ensure staff accrue overtime hours	N/A	Staff	Name	POD	Public Task		
Estates, Estate Management	Staff leave requests - to manage staff leave requests	N/A	Staff	Name	POD	Public Task		
Estates, Estate Management	Staff expense applications - to approve staff expenses claims	N/A	Staff	Name, job title	Finance team	Public Task		
Estates, Estate Management	Complaints handling - to manage service complaints	N/A	Staff	Name, address and relevant details regarding the complaint	SAAS	Public Task		
Estates, Estate Management	Property transactions to ensure that DMU have the required land and property interests	N/A	Staff	Name, registered address	Other party/parties and their legal advisors, Land Registry	Legal Obligation		
Estates, Estate Management	Lodging of Premises Licence applications & holding of Premises Licences granted by Leicester City Council	N/A	Staff	Name, gender, nationality, DOB, place of birth, home address, Designated Premises Supervisor	Internal only	Legal Obligation		
Estates, Estate Management	Volunteer appointments - database of contact details for volunteers for sustainability projects at DMU	N/A	Staff/Students	Name, contact details	Shared with NUS as DMU run joint sustainability projects e.g. Student Switch Off	Legitimate Interest		
Estates, Estate Management	Car park permit renewals and appeals	N/A	Staff	Name, contact details	Internal only	Public Task		
Estates, Estate Management	Travel survey results - measuring travel patterns to meet requirements	N/A	Staff	Name, contact details	Internal only	Public Task		
Estates, Estate Management	Space auditing, reporting to faculties - auditing use of teaching spaces	N/A	Staff	Staff name, course module, date, time location of activity	Faculties	Public Task		
Estates, Estate Management	Updating staff data collection, update of space management database	N/A	Staff	Name, title	Faculties and Professional Services Directorates/Teams	Public Task		
Executive Company Projects	Contact companies via telephone or email	N/A	Students	Name and position/Company address	Internal only	Legitimate Interest		
Executive Company Projects	Review student video interviews	N/A	Students	Students answer 5 questions relating to a project	video software was approved by procurement and GDPR	Public Task		
Executive Governance and Legal Service, Pro Vice Chancellors Research Office	Correspondence - communications	N/A	Staff	Addresses, emails, telephone numbers	Internal only	Public Task		
Executive Governance and Legal Services, Administration-Finance	Processing financial documents to enable payments - to make payment instructions to suppliers/partners to	N/A	Staff	Personal data such as names, email addresses, telephone number, addresses, bank details	Internal only	Public Task		
Executive Governance and Legal Services, Chief Operating Officer's Office	Correspondence and general running of the Chief Operating Officer's Office	N/A	Staff	Names, email addresses, phone numbers, references	Internal only	Public Task		
Executive Governance and Legal Services, Clerk to the Board of Governors and Governance Manager	Processing general correspondence, both internal and external and engaging with staff	N/A	Staff	General contact details for external stakeholders	Internal only	Public Task		
Executive Governance and Legal Services, Clerk to the Board of Governors and Governance Manager	Maintenance of governor information to enable ongoing management of the correspondence with governors, past	N/A	Staff	Governor contact details such as name, address, contact telephone and email and other personal information including interests relating to their role	Internal only	Public Task		
Executive Governance and Legal Services, Clerk to the Board of Governors and Governance Manager	Processing staff information - maintaining records to ensure effective line management	N/A	Staff	General contact details for staff such as name, title, address, telephone and email.	Internal only	Public Task		
Executive Governance and Legal Services, Clerk to the Board of Governors and Governance Manager	Communicating with governors past and present when required	N/A	Staff	General contact details for governors such as name, title, address, telephone and email.	Some information pertaining to governor recruitment may at times be shared with our recruitment partner, Odgers Berndtson	Public Task		
Executive Governance and Legal Services, Clerk to the Board of Governors and Governance Manager	Maintaining records to ensure accurate processing of payments expenses and other remuneration as required to governors	N/A	Staff	Business expenses documentation and remuneration agreements and consultancies	Internal only	Public Task		
Executive Governance and Legal Services, Clerk to the Board of Governors and Governance Manager	Maintaining records to ensure the smooth running of the Clerk's Office	N/A	Staff	Contact details, email address, postal address, contact telephone number and job title	Internal only	Public Task		
Executive Governance and Legal Services, Clerk to the Board of Governors and Governance Manager	Arranging travel and accommodation for internal staff and governors - to ensure that staff and governors are able to attend meeting and events in Leicester and elsewhere across the UK	N/A	Staff	Primarily the name of the person travelling/using the accommodation, but may also include other personal details such as email address or phone number	Personal data of staff and governors may be shared with the university's travel provider . This is necessary to facilitate the booking of travel or accommodation that requires the name of the individual who will be using it	Public Task		
Executive Governance and Legal Services, Legal Services	Processing financial documents to enable payments, make payment instructions to suppliers/partners to	N/A	Staff	Addresses, emails, telephone numbers, business expenses documentation and remuneration agreements and consultancies. Postal address, contract telephone	Internal only	Public Task		
Executive Governance and Legal Services, Legal Services	Correspondence with clients - maintaining records to ensure the smooth running of the Legal Services Office	N/A	Staff	Addresses, emails and telephone numbers. Contact details to include email addresses, postal address, contact telephone and job title. General contact details for external stakeholders, governors and staff; including other interests relating to their role. Name and details of financial expenditure, references. The name of the	Internal only	Public Task		
Executive Governance and Legal Services, Legal Services	Processing financial documents to enable payments, make payment instructions to suppliers/partners to the University; enter suppliers' data	N/A	Staff	Addresses, emails, telephone numbers, business expenses documentation and remuneration agreements and consultancies. Postal address, contract telephone number and job title. Emails letters and personal data.	Internal only	Public Task		
Executive Governance and Legal Services, Legal Services	Arranging travel and booking conferences for members of the legal services team - to ensure that	N/A	Staff	General contract details including addresses, postal addresses emails, contact telephone numbers, job title. General contact details for external stakeholders and	Persona data of staff may be shared with the university's travel provider, this is	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Executive Governance and Legal Services, Pro Vice Chancellor Academic	Correspondence - Communications	N/A	Staff	Addresses, emails, telephone numbers	Internal only	Public Task		
Executive Governance and Legal Services, Pro Vice Chancellors Research Office	Financial records (expenses) - to process expenses online	N/A	Staff	Name, details of financial expenditure	Internal only	Public Task		
Executive Governance and Legal Services, Pro Vice Chancellors Research Office	Contact lists within Outlook - communications	N/A	Staff	Address, emails, telephone numbers	Internal only	Public Task		
Executive Governance and Legal Services, Trinity House Reception	Collating and sharing weekly event bookings timetable - to provide	N/A	Staff	Addresses, emails and telephone numbers. General contact details for staff. Telephone numbers.	Data would only need to be shared with the security	Public Task		
Executive Governance and Legal Services, Trinity House Reception	Updating venue booking forms folder - details of bookings for information	N/A	Staff	Name, Contact details	Data would only need to be shared with the security	Public Task		
Executive Governance and Legal Services, Trinity House Reception	Updating frequently asked questions database - Database is used for step-	N/A	Staff	Addresses, emails and telephone numbers. General contact details for staff, name email addresses, phone	Internal only	Public Task		
Executive Governance and Legal Services, Trinity House Reception	Processing financial documents to enable payments - to make payment instructions to suppliers/partners to the university to enter suppliers' data onto SAP accounting and procurement	N/A	Staff	Contact details to include name, email address, postal address, contact telephone number and job title. Personal data. General contact details for external stakeholders. Individual procurement card and corporate credit card account details and statements	Internal only	Public Task		
Executive Governance and Legal Services, Vice-Chancellor's Office	Processing correspondence both internal and external	N/A	Staff	Addresses, emails, telephone numbers, Postal address, job title, general contact details for external stakeholders, governors and staff. Governor contract details and other interests relating to role. References. Name of person traveling using the accommodation.	Internal only	Public Task		
Executive Governance and Legal Services, Vice-Chancellor's Office	Processing staff information, maintaining records to ensure effective line management	N/A	Staff	Name, contract details, medical information, performance information, responsibilities, allegations	Internal only	Public Task	9 (2) (h) occupation health. 9 (2) (b) employment purposes	
Executive Governance and Legal Services, Vice-Chancellor's Office	Processing correspondence relating to students (past and present) - maintaining engagement with	N/A	Students	Name, information relating to incident or request	Internal only	Public Task		
Executive Governance and Legal Services, Vice-Chancellor's Office	Maintenance of contact lists for internal and external stakeholder groups	N/A	Staff	Contact details to include, email address, postal address, contact telephone number and job title	Internal only	Public Task		
Executive Governance and Legal Services, Vice-Chancellor's Office	Correspondence and general running of the Chief Operating Officer's Office	N/A	Staff	Names, email addresses, phone numbers, references	Internal only	Public Task		
Executive Governance and Legal Services, Vice-Chancellor's Office	Arranging for documents to be sealed using the university seal - to ensure that the relevant documents are legally binding, and that there is an audit trail concerning the use of the seal	N/A	Staff	The signature of the persons signing the document to be sealed (usually the Vice - Chancellor an independent governor and the Clerk to the Board) Name of contractor (either company or an individual)	The signatures of those signing the documents to be sealed will be returned to a third party. This is necessary for the document to legally qualify as a deed	Public Task		
Finance, Central Admin	Recruitment of staff	N/A	Staff	Name, address, telephone numbers, NI, DOB, gender, ethnicity, education details, work details, referee name and email address	Internal only	Public Task	9 (2) (b) employment purposes	
Finance, Financial Reporting	Payroll extracts - details to provide analysis for monthly management accounts or annual accounts. Data files provided to Finance Partners	N/A	Staff	Name, employee ID, salary, benefit costs, dept. Data extracts may be anonymised but files often include name for analytical identification/verification	Internal only	Public Task		
Finance, Income Team	Student refunds - who have credit balance requiring a refund	N/A	Students	Name, student number, DOB, address, bank account	WPM if the student paid via our portal, NatWest if the	Public Task		
Finance, Income Team	Donor direct debits - donors providing regular donations to DMU	N/A	Staff/Alumni/Third Party	Name, Address, bank account	NatWest to set up direct debit	Legitimate Interest		
Finance, Income Team	Information for termination processing may contain health information	N/A	Students	Name Student number, address, bank account	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Finance, Income Team	Extracts from Quality Logistic Systems (QLS) and Systems, Applications, Products (SAP) for debt analysis - debt	N/A	Students	Student number, course	Internal only	Public Task		
Finance, Insurance, Procurement Services	Insurance claims handling - processing and supporting employment and business related insurance claims on behalf of employees, students, and ex	N/A	Staff/Students	Email address, postal address, phone numbers,	Insurers, legal advisors/solicitors, faculties/HR colleagues, healthcare providers	Public Task		
Finance, Payments and Treasury	Payment of scholarships, bursaries, one-off vendors, sole traders, supplier set up to whom payments are being	N/A	Students	Name, student/supplier number, address, bank account	BACs or Bankline third party payment processors	Public Task		
Finance, Procurement	Request for Quotation tenders to procure goods or services exceeding £25k	N/A	Suppliers (who may be sole traders	Name, address, photos, contact numbers, LGBT, Occ. Health/disability	In-Tend is the third party system used for this process	Public Task		
Finance, Taxation Services	Passport information for staff traveling to China to work	N/A	Staff	Passport IDs, dates of travel and in some cases salary information assembled for income tax assessments in China.	Tax consultants (currently PwC for China)	Public Task		
Finance, Taxation Services	Review of personal tax obligations, via escalation from HR - HMRC compliance including IR35	N/A	Staff	Name, employee number, contact details, NI number, salary/payments	HMRC and overseas government bodies	Legal Obligation		
Governance and Legal Services, Legal Services	Correspondence with clients - maintaining records to ensure the smooth running of the Legal Services Office	N/A	Staff	Addresses, emails and telephone numbers. Contact details to include email addresses, postal address, contact telephone and job title. General contact details for external stakeholders, governors and staff; including other interest relating to their role. Name and details of	Internal only	Public Task		
Health and Life Sciences, Academic Staff	Information related to students - records relating to students necessary to undertake duties	N/A	Students	Contact details, medical information	Internal only	Public Task	9 (2) (b) employment purposes	
Health and Life Sciences, Academic Staff	Student Personal Emergency Evacuation Plans (PEEPs) - records relating to students to assist in an evacuation or other scenario, records	N/A	Students	Contact details, medical information	Internal only	Public Task	9 (2) (b) employment purposes	
Health and Life Sciences, Academic Staff	Information related to research - records relating to research necessary	N/A	Staff	Details participants (Names/Addresses/Age/ Ethnicity) all data capture with the consent (consent form) of the	Yes if collaboration	Public Task	9 (2) (j) Research	
Health and Life Sciences, All Line Managers	Contract Request Forms - forms initiated by the faculty to request a contract e.g. Prof/Panel	N/A	Staff /Third Parties	Name, Address, DoB, Telephone No., Email. For P/T Hourly Paid Lecturers (PTHPL) and Visiting Lecturers also collect N.I. and Bank Details	Internal only	Public Task		
Health and Life Sciences, All Line Managers	Recruitment Process Paperwork - generated by POD for recruitment process	N/A	Staff	Title, Name, Address, Telephone Number, Email, Salary, Grade Range	Internal only	Public Task		
Health and Life Sciences, All Line Managers	Employed staff records - all records relating to staff employed at DMU	N/A	Staff	Name, Address, Telephone Numbers, Date of Birth, Occupational Health Data, Maternity, Sickness Data, Strike Data, Disciplinary Data	Internal only	Public Task		
Health and Life Sciences, All Line Managers	Staff leavers records - records relating to staff who where employed at DMU	N/A	Staff	Name, Address, Telephone Numbers, Date of Birth, Occupational Health Data, Maternity, Sickness Data,	Reference requests	Public Task		
Health and Life Sciences, All Staff	Events/Networking - collected to invite to events	N/A	Students	First Name, Surname Name, Email, Organisation, Role, Dietary requirements	Internal only	Legitimate Interest		
Health and Life Sciences, Athena Swan Team	Athena Swan data (Staff and students for Athena Swan submission	N/A	Staff/Students	Gender, salary band, contract type, questionnaire data, interview data	Athena Swan	Public Task		
Health and Life Sciences, Exec Support	Business Continuity Plan - contact details of individuals are listed for the purpose of contacting them in the	N/A	Staff	Contact details	Internal only	Public Task		
Health and Life Sciences, Exec Support	External Examiners records - necessary to appoint and pay claims	N/A	Third parties	Name, Address, Bank Name, Bank Account Number, Sort Code, N.I. Number, DoB, Nationality/Disability/Ethnicity Code	Internal only	Public Task	9 (2) (b) employment purposes	
Health and Life Sciences, Exec Support	the Nursing and Midwifery Council (NMC) pin data - ensure appropriate	N/A	Staff	First Name, Surname Name, Pin No., Renewal Date and Revalidation Date	Internal only	Public Task		
Health and Life Sciences, Exec Support	Work experience students under the age 18 - details for students and	N/A	Students/Third Parties	College provides student name, DMU requests from the student on induction a mobile number of their parents	Internal only	Public Task		
Health and Life Sciences, Faculty Office	Student job reference requests - previous students require references to be forwarded to prospective	N/A	Students	Name, address, Pnumber, course completion date	All references are sent directly to the prospective employer	Public Task		
Health and Life Sciences, Faculty Office	Production of duplicate certificates - previous students request duplicate copy of their Medicines Use Review	N/A	Students	Name, address, Pnumber, course completion date	All references are sent directly to the prospective employer	Public Task		
Health and Life Sciences, Faculty Office	Reporting to NHS Authority - regular absence reporting to NHS authority	N/A	Students	Students name, course details	NHS Authority	Public Task	9 (2) (b) employment purposes	
Health and Life Sciences, Faculty Office	Training plan - absence monitoring data available to personal tutors and	N/A	Students	Name, address, Pnumber, course details, training plan for theory and practice	Prospective employers/agencies for	Public Task		
Health and Life Sciences, Faculty Office	Recording fitness to practice meetings stored for referring to for any future	N/A	Students	Audio recording, so voices of meeting participants, students and course details confirmed	Internal only	Public Task		
Health and Life Sciences, Faculty Office	Outcome letters - stored for referring to for any future hearings	N/A	Students	Name, address, Pnumber, course details, outcome decisions	Governing and Accreditation Bodies	Public Task		
Health and Life Sciences, Faculty Office	Excel records log - stored for referring to for any further hearings	N/A	Students	Name, address, Pnumber, course details, reason for referral outcome decisions	Internal only	Public Task		
Health and Life Sciences, International Team	Staff information on international trips - details to book trips and information whilst on DMU international trips/travel	N/A	Staff	Name, Telephone No.	All personal data is stored off-site no records maintained within the Faculty Travel Providers/Airlines	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Health and Life Sciences, Research Innovation Office	Practice Nurse Training - engagement of new external trainers as part of the Education Framework programme. Nurses will be going into other general	N/A	Third parties	Proof of identity, passport copies, signed and dated, copy of DBS certificate. Nurses are asked to complete 'New Trainer Form' includes: name, home address, home and mobile numbers, DOB, bank details, NI, email	Internal only	Public Task		
Health and Life Sciences, Research Innovation Office	International Summer Schools - students are invited to spend 2-4 weeks (country dependent). Participants are mainly nursing and pharmacy staff and students main focus is to gain experience of hospital	N/A	Students	Passport and visa applications, Names, nationality , DOB, age, gender, (for assignment of accommodation), email, mobile numbers, address, photos (in some instances), Student Ambassador information - emails, mobile numbers, personal details/interests	Internal only	Public Task		
Health and Life Sciences, Research Innovation Office	Events/training programmes - various events, courses/conferences run as part of the Faculty's income	N/A	Students	Email addresses, contact numbers, organisation, job title, photographs	Internal only	Legitimate Interest		
Health and Life Sciences, Research Innovation Office	Participant vouchers - given to participants for taking part in specific research projects	N/A	staff/Students	Name, address	Internal only	Public Task		
Health and Life Sciences, Research Innovation Office & Ethics Committee	Ethics applications - administration of research student and staff required to conduct research - Ethics applications are required (where applicable) to	N/A	Staff/Students	Student and staff emails, personal emails, mobile numbers	Internal only	Public Task		
Health and Life Sciences, Research Staff	Conducting research - collecting data in relation to specific research projects	N/A	Staff	Details participants (Names/Addresses/Age/ Ethnicity) all data captured with the consent (consent form) of the participant (participant information sheet) and all	Data may well be required to be shared if the project is collaborative	Public Task	9 (2) (j) Research	
Information Technology and Media Services (ITMS) Networks	Network troubleshooting	N/A	Staff/Students	IP address, Mac address, device type, username	Internal only	Public Task		
Information Technology and Media Services (ITMS) Networks	Large file transfer externally using Zend -for the purpose of troubleshooting and only with the	N/A	Staff/Students	Name, login id/username, email address, file name and message content	Internal only	Public Task		
Information Technology and Media Services (ITMS) Networks	Access to active directory - to enable remote secure access (SSL VPN) and provision access to on-site resources	N/A	Staff/Students	User name, account status	Internal only	Public Task		
Information Technology and Media Services (ITMS) Networks	SSL VPN Access - granting access to SSL VPN and troubleshooting	N/A	Staff/Students	User name, IP address, device name, files accessed	Internal only	Public Task		
Information Technology and Media Services (ITMS) Networks	Network security diagnostic and monitoring	N/A	Staff/Students	IP address, Mac address, device type, username URL accessed	Internal only	Public Task		
Information Technology and Media Services (ITMS) Networks	Forensic Investigation	N/A	Staff/Students	User name, MAC address, IP address, device type, and model files accessed URL visited	Internal only	Public Task		
Information Technology and Media Services (ITMS) Networks	Log collection, for problem resolution, and forensic investigation	N/A	Staff/Students	Username, MAC address, IP address, device name, location campus only, files accessed	Internal only	Public Task		
Information Technology and Media Services (ITMS), EPSD	Monitoring and management of windows based end point computers using Microsoft tools, specifically system centre configuration manager	N/A	Staff/Students	Device name, Ip address, usernames, email addresses	Internal only	Public Task		
Information Technology and Media Services (ITMS), EPSD	Monitoring and management of Apple Mac end point computers using tools specifically Jamf	N/A	Staff/Students	Device name, IP address, usernames, full name, email address, work phone number	Internal only	Public Task		
Information Technology and Media Services (ITMS), EPSD	MataLan daily usage - manage the Microsoft windows endpoints, deliver software updates	N/A	Staff/Students	Device name, IP addresses, usernames	Internal only	Public Task		
Information Technology and Media Services (ITMS), EPSD	Delivery of a software virtualisation service using cloud paging	N/A	Staff/Students	Username, device names	Internal only	Public Task		
Information Technology and Media Services (ITMS), EPSD	Licence monitoring service using key Server	N/A	Staff/Students	Username, device names	Internal only	Public Task		
Information Technology and Media Services (ITMS), EPSD	Network licence server	N/A	Staff/Students	Username, device names	Internal only	Public Task		
Information Technology and Media Services (ITMS), EPSD	Master software spreadsheet - for support issues	N/A	Staff/Students	Software requestor or subject mater experts name	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping for architectural decisions at design surgery	N/A	Staff	Any member of ITMS can ask for an item to be discussed at design surgery. A record is held of all staff that attend and is distributed with agenda and meeting notes. This	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping for architectural decisions for architectural standards	N/A	Staff	Any member of ITMS can present a technical standard. This will be proposed, accepted and logged in the standards information database which holds a record of the staff owner and approver	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping for architectural decisions for compliance and exemption logs	N/A	Staff	A member of DMU staff may ask for an exemption to a technical standard (software, hardware etc). This will be recorded by the enterprise architect approved by the design authority. A record of the proposer and authority are recorded and retained on the Enterprise architect	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping for architectural requests on LO Architecture Vision and L1 Solution Architecture documents	N/A	Staff	Staff names, potential names of suppliers	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Records to allow the management of business applications	N/A	Staff	The application team hold a list of all applications which includes key staff names, support person, system owner. Going forward they will record staff access lists in order to ensure that only staff that need access to an application have access and it is removed if they no	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping for software and applications licenses, agreements, usage and monitoring	N/A	Staff	Staff names, emails, IP Addresses, locations, computer name	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Service Desk management system for IT for requests for assistance and services	N/A	Staff	Staff names, emails, locations, telephone number	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping system for user accounts, to enable access to appropriate IT services and systems	N/A	Staff	Staff names, email addresses, location, telephone number, logon name, membership of AD groups	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping on SAP users	N/A	Staff	Staff name, email addresses	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Monitoring of driving licenses to ensure staff can drive for business purposes, including driving ITMS	N/A	Staff	Not yet in usage	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Email system to support staff communication and business processes	N/A	Staff	Staff names, emails, IP addresses, locations	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping for Janet SSL Certificate service	N/A	Staff	Email addresses	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Record keeping system for user accounts, to enable access to Adobe products (WAH Gateway)	N/A	Staff	Email addresses, staff names	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	To enable ITMS to sent out information regarding services across stakeholders.	N/A	Staff	Email addresses, staff names, locations	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Records on testing of systems, including traceability for test evidence (partially obscured) from production	N/A	Staff	Email addresses, staff names	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Retrieval of data files made available by UCAS Secure Transfer Service	N/A	Students	Engagement with prospect students requires us to upload and maintain student records from the UCAS system. This info will detail contact details and the courses they are interested in and the choice	Internal only	Public Task		
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Import UCAS applicants' exam results	N/A	Students	Engagement with prospect students requires us to upload and maintain student records from the UCAS system. This info will detail contact details and the courses they are interested in and the choice	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Investigation of UCAS applicant errors and queries	N/A	Students	Engagement with prospect students requires us to upload and maintain student records from the UCAS system. This info will detail contact details and the courses they are interested in and the choice	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Information Technology and Media Services (ITMS), Architecture, Transition & Asset Management	Copy Production SAP database to preproduction and test clients and then anonymise personal data	N/A	Staff/Students	Student, applicant, staff personal data	Internal only	Public Task		
Information Technology and Media Services (ITMS), AV Loans Service	User identification confirmation - Photo held for security to compare against likeness of the person collecting the equipment is the person who made the booking	N/A	Staff/Students	Likeness (Photograph)	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Information Technology and Media Services (ITMS), AV Loans Service	Contact user regards a loan - details of the user regarding a current, future or previous loan of equipment via AV	N/A	Staff/Students	Name, email address, Student ID number, and course module as recorded in SAP	Data Subject	Public Task		
Information Technology and Media Services (ITMS), AV Loans Service	List all equipment borrowed including collection and return dates and times and any fines for late returns	N/A	Staff/Students	Name, email, address, student ID number, and course module as recorded in SAP	Internal only	Public Task		
Information Technology and Media Services (ITMS), AV Loans Service	Share overdue and late returns data with finance and security	N/A	Staff/Students	P Number, names, number of days the loan is overdue	Internal only	Contract		
Information Technology and Media Services (ITMS), AV Loans Service	Back up video footage from the counter to a secure location on the ITMS network drive	N/A	Students	Likeness of student (video)	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Record keeping for back account maangement (Bankline)	N/A	Staff/Students	Bank data, first name, surname	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Postcode address finder (AFD), to increase the accuracy of data and correspondence addresses	N/A	Staff/Students	Post codes and addresses	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Processing of student applications through UCAS	N/A	Staff/Students	Applicant name, address, DOB, phone numbers, parental occupation, school data, qualifications, results	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	SAP Data, for investigation of issues/defects	N/A	Staff/Students	Student's name, address, phone numbers, DOB, programme of study	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	PI/PO, organising data into several other systems	N/A	Staff/Students	Student's name, address, phone numbers, DOB programme of study	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	SAP ETL Data, attendance monitoring	N/A	Staff/Students	Student biography data	Internal only	Legal Obligation (UKVI) Public Task (all others)		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Telepen Onxy, attendance monitoring	N/A	Staff/Students	Timetable & card swipes	Internal only	Legal Obligation (UKVI) Public Task (all others)		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	AMS, attendance monitoring	N/A	Staff/Students	student biographical data name, id's, addresses, disabilities, email addresses, tel. no., attendance data, register data, course data)	Internal only	Legal Obligation	For students 9 (2) (a) explicit consent	
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	SET Data, attendance monitoring	N/A	Staff/Students	Engagements data	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	SAP user access forms	N/A	Staff/Students	Name, email, personal ID, work telephone number	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	SAP personnel data, in support of issues raised by employee/worker	N/A	Staff/Students	Staff data that relates to the employment of staff and engagement of agency workers Name: Address: NI Number. DOB. Contact Details. Pension and Salary Details. Payslips. P60s. Working Patterns. Work Locations. Additional payments (overtime etc.) Sickness details. Disabilities. Ethnicity. Bank Details.	Internal only	Public Task	9 (2) (b) employment purposes	
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	SAP personnel data, in support of issues raised by back end users	N/A	Staff/Students	Staff data that relates to the employment of staff and engagement of agency workers. Name: Address: NI Number. DOB. Contact Details.	Internal only	Public Task	9 (2) (b) employment purposes	
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	SAP personnel data, in support of issues raised by recruitee	N/A	Staff/Students	Data in relation to recruitment - name, address, NI number, DOB, contact details, declared disabilities, ethnicity, employment history	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	SAP personnel data, copying of data back to SAP systems lower than production to facilitate testing or diagnostics. Data is anonymised unless there is a need to use the testing to generate outputs for	N/A	Staff/Students	Staff data that relates to the employment of staff and engagement of agency workers. Dependent on the ongoing use of the data it may be processed as detailed above or preferably anonymised.	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Production of the reports for the faculties and central services - business require reports and BI to	N/A	Staff/Students	Student tracking through admission recruitment enrolment process, specific reports on students at programme level, including students personal details,	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Production of reports for Finance and Finance Manager	N/A	Staff/Students	Financial reporting is produced through the BI team, capital reporting, income & expenditure and project reporting	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Production of reports for Central Human Resource and HR Managers	N/A	Staff/Students	Reporting needed for the whole of the employment lifecycle, from staff recruitment to leavers, employment, leave, timesheets, data quality reporting, all staff data,	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Important current student and staff information into LMS	N/A	Staff/Students	Staff, student & subscriber information, student status information (contact information including email and postal addresses)	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Diagnosing record issues in ALTO, to diagnose problems	N/A	Staff/Students	Staff, student & subscriber information, student status information (contact information including email and postal addresses)	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Loading of account information on Library Self Issue Machines, to lend out items and check account	N/A	Staff/Students	First name/surname	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Load timetable data in CampusM, to deliver the timetable to students	N/A	Staff/Students	Location data, (timetable info)	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Student card printing. To produce a student identity card	N/A	Staff/Students	First name/ surname, DOB, registration, information, photo	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Creating users in CEM booking system to produce a staff/visitor identity card	N/A	Staff	First name/surname, employee number, photo	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Creating users in CEM booking system to produce a Student/Staff identity card	N/A	Staff/Students	First name/surname,	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Importing details from Azure AD into Contensis - to create accounts to allow access to the system	N/A	Staff/Students	First name/surname & emails address	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Diagnosing issues in Contensis	N/A	Staff/Students	Contact details, any data entered onto form	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Diagnosing issues in Dora	N/A	Staff/Students	First name/surname, IP address	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Diagnosing problems with Ezproxy	N/A	Staff/Students	Username and IP addresses	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	The import of user information and timetable information	N/A	Staff/Students	First name/surname, location information	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Diagnosing problems with attendance and registers	N/A	Staff/Students	First name/surname, location information	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Diagnosing and resolving access issues with electronic locker access	N/A	Staff/Students	First name/surname	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Transferring student information from SAP to MyGateway/Abintegro	N/A	Staff/Students	Contact information, registration information	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Creation of accounts in Panopto	N/A	Staff/Students	First name/surname	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Diagnosing and resolving issues in Panopto	N/A	Staff/Students	First name/surname, images of students	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Interface of staff and student information into MyResearch	N/A	Staff/Students	Contact information, registration information	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Transfer of staff, student and external user information to Salto Door Access	N/A	Staff/Students	First name/surname	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Transfer of staff, students and external user information to library turnstile/access system	N/A	Staff/Students	First name/surname	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Diagnosing and resolving issues in Library turnstile system	N/A	Staff/Students	First name/surname, location information	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Daily automated process that takes a feed from the active directory of all new staff and students and loads this into Sostenuto (Incident management	N/A	Staff/Students	Contact information for all staff/students, external people with accounts. Data collected for staff is - first name, last name, job title, email address, location and logon id. For students - first name, last name, preferred	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Service desk operation, receive calls and log the calls onto the sostenuto tool and assign to teams for resolution	N/A	Staff/Students	Contact information for staff students, external people with accounts	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Management of access to test systems and data (ALM)	N/A	Staff/Students	Staff names and email addresses	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Bomgar - Access this information when troubleshooting issues	N/A	Staff/Students	Staff names and usernames	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Loaning equipment to staff and students - Connect2 (AV Loans)	N/A	Staff/Students	Staff names, usernames, and email addresses, student names, usernames and email addresses	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	DMU Commons - account management	N/A	Staff/Students	Staff names, usernames and email addresses. Student names, usernames and email addresses	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Gladstone - account management	N/A	Staff/Students	Customer name, username, email address, address, telephone and DOB	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	NTS/PAS - could access this information when troubleshooting issues	N/A	Staff/Students	Student name, DOB, address telephone, nationality, ethnic origin, disability, student ID, disability, placement information	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Quemis - could access this information when troubleshooting issues	N/A	Staff/Students	Name, username, payroll number, location, email address, department, telephone	Internal only	Public Task		
Information Technology and Media Services (ITMS), Basis Technologies - Transport Espresso	Verto - could access this information when troubleshooting issues	N/A	Staff/Students	Name and email address	Internal only	Public Task		
Information Technology and Media Services (ITMS), BI Team	Production of reports for the Faculties and Central Services	N/A	Students	Student tracking through admission recruitment enrolment process, specific reports on students at	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Information Technology and Media Services (ITMS), BI Team	Production of reports for Central Human Resource and HR Managers	N/A	Staff	Reporting needed for the whole of the employment lifecycle from staff recruitment to leavers, employment	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure	Migration of UCAS applicant data into SAP from the UCAS portal	N/A	Students	Applicant names, contact details, address, qualifications	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure	Trouble shooting email accounts using logging data	N/A	Staff/Students	Individuals email access, sent and received emails, may access alternate contact details held in the directory	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Copy of UCAS applicant related data into Admiss Student system from within client	N/A	Staff/Students	Admiss is the former student admissions service this has been as a continency resource if we have an issue with the SAP system - ITMS will load and maintain into	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Copy of SAP applicant related data from Admiss from within Admiss client	N/A	Staff/Students	Admiss is the former student admissions service this has been as a continency resource if we have an issue with the SAP system - ITMS will load and maintain into	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure	Processing of enquirer/applicants to the university in Admiss	N/A	Staff/Students	Admiss is the former student admissions service this has been as a continency resource if we have an issue with	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Exam results primary, contingency and secondary contingency system	N/A	Staff/Students	Admiss is the former student admissions service this has been as a continency resource if we have an issue with the SAP system - ITMS will load and maintain into Admiss in case it is required during the annual clearing	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Archiving student attendance data	N/A	Staff/Students	Admiss is the former student admissions service this has been as a continency resource if we have an issue with the SAP system - ITMS will load and maintain into Admiss in case it is required during the annual clearing	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Enquirer records in CRM (Customer Relationship Management) system (C4C)	N/A	Staff/Students	Name, address, email, phone number, date of birth, social media,(Skype, Facebook, Twitter, YouTube), disability information	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	To enable DMU to handle its recruitment processes (LBR)	N/A	Staff/Students	Name, contact details, email address	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Student records in CRM (Customer Relationship Management) system (C4C)	N/A	Staff/Students	Name, address, email, phone number, date of birth, social media ids (Skype, Facebook, Twitter, YouTube), disability information. Application and enrolment information, marketing permissions	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Accounts and account contracts in CRM (Customer Relationship Management) system (C4C)	N/A	Staff/Students	Name, address, email, phone number, date of birth, social media ids	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Payments System (WPM) Payment upload/download files	N/A	Staff/Students	Student name, student ID, email address, UCAS ID	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure	Talis Aspire to align reading lists to the module codes	N/A	Staff/Students	First name, surname	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure	JISC online survey, to allow researches to conduct surveys	N/A	Staff/Students	User email address, response to survey data	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure	Infosilem - EnCampus Suite, to coordinate the scheduling of exams	N/A	Staff/Students	Student names, P Numbers, staff names, exam schedules	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure	Hubbub, DMU doesn't process this data it is cloud hosted, but ultimately	N/A	Staff/Students	Email address and financial data	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	HEAR System, students can have an official record of their study results during their study and their ratified	N/A	Staff/Students	Student email addresses, full name, DOB, module and degree results, official activities undertaken at DMU whilst studying	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Graduation booking system (GCWB) to organise and manage graduation ceremonies seating arranges, booking	N/A	Staff/Students	Biographical student details - full name, DOB, ceremony details, postal address, email address, guest details if provided	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	Student module feedback system (Evasys) to facilitate module surveys to inform academic improvement for the delivery of teaching	N/A	Staff/Students	Student and staff emails, module codes and personal comments etc about the modules being taught	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	CRM - Microsoft Dynamics, send letters to students, prospective and research students also to manage the admission process for research	N/A	Students	Student data, DOB email address, name, address, correspondence	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure Applications	CRM DMUglobal, to facilitate trip planning and conform to H&S requirements. Managing visa	N/A	Staff/Students	Biographical student details full name, DOB, application details, disability information, passport information, medical details (allergies) religious details	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Information Technology and Media Services (ITMS), Infrastructure Applications	Centre of accessibility needs, to enable accurate assessment of needs for the students concerned	N/A	Staff/Students	First name, surname, address, phone number, email, DOB, place of study, course of study, disability	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Information Technology and Media Services (ITMS), Infrastructure	C Series / Gemsafe, to enable support	N/A	Staff/Students	Bank data, first name, surname	Internal only	Public Task		
Information Technology and Media Services (ITMS), Infrastructure	Blackboard, the main student learning application, this data is required to	N/A	Staff/Students	Student emails, names, staff emails and names, enrolment on courses, assignment submissions,	Internal only	Public Task		
Information Technology and Media Services (ITMS), Networks	Wireless guest account creation	N/A	Staff/Students	Name, email address, name of employers and email address of DMU sponsor	Internal only	Public Task		
Information Technology and Media Services (ITMS), Networks	Wireless monitoring & troubleshooting	N/A	Staff/Students	Username, Mac address, Model of device, location of device, website visited	Internal only	Public Task		
Information Technology and Media Services (ITMS), Performance and Events	Delivering technical support for student modules	N/A	Students	Student's name, the module they are studying, contact email address	Internal only	Public Task		
Information Technology and Media Services (ITMS), Performance and Events	Delivering technical support for events	N/A	Staff/Students/Third Parties	Name, telephone number, email address	Internal only	Public Task		
Information Technology and Media Services (ITMS), Print Centre	Personal data supplied for mail out to potential students	N/A	Students	Name, address, email address	Data supplied via marketing colleagues within each faculty	Public Task		
Information Technology and Media Services (ITMS), Print Centre	Personal data supplied for mail out to previous students to encourage back	N/A	Students	Name, address, email address,	Data supplied via marketing colleagues within each	Legitimate Interest		
Information Technology and Media Services (ITMS), Print Centre	Staff data held on hard copy job sheets and electronic files	N/A	Students	Email, full name, building name room number, and extension number	Internal only	Public Task		
Information Technology and Media Services (ITMS), Print Centre	Personal data of external customers	N/A	Students	Company, personal names, addresses, email addresses, phone numbers	Internal only	Public Task		
Information Technology and Media Services (ITMS), Print Centre	Personal information via payment on online shop	N/A	Staff/Students	Student/staff email address, full name, mobile number	Internal only	Contract		
Information Technology and Media Services (ITMS), Service Desk	Logging incidents and service requests on ITMS tool Sunrise Sostenuto	N/A	Staff/Students	All staff, student records to Sostenuto	Internal only	Public Task		
Information Technology and Media Services (ITMS), Service Desk	Running reports to provide management information or information about specific incidents or service requests	N/A	Staff/Students	All staff and student records in Sostenuto	Internal only	Public Task		
Information Technology and Media Services (ITMS), Service Desk	Back ups of Sostenuto database sent to Sunrise Software	N/A	Staff/Students	All staff and student records in Sostenuto	Internal only	Public Task		
Information Technology and Media Services (ITMS), Service Desk	Searching and identifying users	N/A	Staff/Students	All staff and staff and students in I Manager	Internal only	Public Task		
Information Technology and Media Services (ITMS), Service Desk	Searching and identifying users check last time they changed their password	N/A	Staff/Students	All staff and students in Single Sign on Password Reset	Internal only	Public Task		
Information Technology and Media Services (ITMS), Service Desk	Searching for users enabling, disabling accounts, provide access to systems	N/A	Staff/Students	All contractors, temp staff in Sumo	Internal only	Public Task		
Information Technology and Media Services (ITMS), Service Desk	Receiving and sending emails	N/A	Staff/Students	Staff and student emails Outlook	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	Logging all websites accessed - to provide records of websites accessed, best practice, compliance with PREVENT. Blocking is automated through the tools we have installed for	N/A	Staff/Students	User accounts, IP addresses	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	Back up of SAP HANA database	N/A	Staff/Students	All staff and student records in SAP	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	Offsite storage of backup tapes	N/A	Staff/Students	All personal data held on DMU shared drives, SAP Hana databases, or on site business applications	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	Backup of SQL Databases	N/A	Staff/Students	Archived staff and student records, payroll data	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	Active Directory - user data required to authenticate users to systems	N/A	Staff/Students	User account, first name, last name, email address, job title	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	DMU-PWM E-directory - user data required to authenticate users to systems	N/A	Staff/Students	User account, first name, last name, address, email address	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Information Technology and Media Services (ITMS), Technical Infrastructure	DMU-Meta E-directory - information is required to grant access to systems that users are entitled to log in to	N/A	Staff/Students	User account, first name, last name, address, email address	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	Trend Anti-virus Logs - required to maintain security of systems	N/A	Staff/Students	Username , device name	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	PAM - Privilege Access Management - used to provide authorised administrators with secure access to	N/A	Staff/Students	User account, first name, last name, email address	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	Vmware Centre Logs - user data required to authenticate users to Vmware and record tasks undertaken	N/A	Staff/Students	User name, activity	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	Staff printing - enable staff to print, copy and scan to their home drive.	N/A	Staff	To authenticate and allow staff to print we collect - First name, last name, email address, staff id card P number,	Internal only	Public Task		
Information Technology and Media Services (ITMS), Technical Infrastructure	User printing - enable students to print, copy and scan to their home drive.	N/A	Students	To authenticate and allow students to print we collect - First name, last name, email address, student P number, user id and home directory location.	Internal only	Public Task		
Information Technology and Media Services (ITMS), Unified Comms	Back up exchange mailbox stores	N/A	Staff/Students	Email address, IP address, subject line, potential forms of personal identifiable information contained in bodies of stored emails	Internal only	Public Task		
Information Technology and Media Services (ITMS), Unified Comms	Offsite storage of exchange backup tapes	N/A	Staff/Students	Email address, IP address, subject line, potential forms of personal identifiable information contained in bodies of stored emails	Internal only	Public Task		
Information Technology and Media Services (ITMS), Unified Comms	Trend - hosted email security, used to process incoming and outgoing mail from spam, viruses, malware, ransomware and malicious URLS	N/A	Staff/Students	Email address, subject line	Internal only	Public Task		
Information Technology and Media Services (ITMS), Unified Comms	Spamtitan - on premise mail gateway - used to process incoming and	N/A	Staff/Students	Email address, subject line	Internal only	Public Task		
Information Technology and Media Services (ITMS), Unified Comms	Trend cloud app security - delivers threat and data protection for Office	N/A	Staff/Students	Email address, IP address, subject line	Internal only	Public Task		
Information Technology and Media Services (ITMS), Unified Comms	Barracuda email backup- backup office 365 mailboxes	N/A	Staff/Students	Email address, IP address, subject line, potential forms of personal identifiable information contained in bodies of stored emails	Internal only	Public Task		
Information Technology and Media Services (ITMS), Unified Comms	Barracuda one drive backup - backup OneDrive	N/A	Staff/Students	Username, potential forms of personal identifiable information contained in stored files	Internal only	Public Task		
Information Technology and Media Services (ITMS), Unified Comms	creation of Azure AD accounts - access to office 365 resources	N/A	Staff/Students	Username, email address, job title, phone number	Internal only	Public Task		
Information Technology and Media Services ITMS), BI Team	Production of report for Finance and Finance Manager	N/A	Staff, Suppliers	All financial reporting is produced through the BI Team, capital reporting, income & Expenditure and project reporting	Internal only	Public Task		
Library and Learning , (Librarians/Academic Liaison)	Open Programme Workshop and appointment online booking form registration - Grants access to assistive technology training and support via	N/A	Students	Pnumber, course details, contract details, disability and library support status to verify the requester's eligibility for email notification	Internal only	Public Task		
Library and Learning , Admin	Collating data for transfer to Tableau this process will help to identify groups of students who have and have not undertaken certain training sessions	N/A	Students	Pnumber, training undertaken (or access to Microsoft Imagine Academy)	Internal only	Public Task		
Library and Learning , CELT Team	Collating data for transfer to Tableau - this process will help to identify groups of students who have and have not undertaken certain training sessions	N/A	Students	Pnumber, training undertaken (or access to Microsoft Imagine Academy)	Internal only	Public Task		
Library and Learning , Front of House	Resolving student and visitor enquiries, passing on enquiries to other individuals within LLS using the Springhare system if necessary.	N/A	Students/Visitors	name, email address, p number, postal address, may include whether they have a disability including nature of disability	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Library and Learning Services, Accessible Format Services, Library Disability Services	Library Accessible Format Services Data Register - receipt of request form and the confirmation of eligibility for accessible formats course materials	N/A	Students	Pnumber, course details, contact details, disability to verify the requester's eligibility to disability services and to acquire material in accessible formats	RNIB book Share and Publishers require Requester details for eligibility verifications	Public Task	For students 9 (2) (a) explicit consent	
Library and Learning Services, Bibliographic Services Team	Inter library loans requests - library user request for document supply from other libraries	N/A	Students	Name and email address as recorded on library management system	Internal only	Legitimate Interest		
Library and Learning Services, Bibliographic Services Team	Suggest a Purchase scheme - library user request for books to be purchased by the library	N/A	Students	Name, email address as recorded on library management system	Internal only	Legitimate Interest		
Library and Learning Services, CLaSS	CLaSS tableau dashboard - identify patterns of service usage from different student cohorts	N/A	Students	Pnumbers and services usage, when is then tied to full student records details by SPS	Internal only	Public Task		
Library and Learning Services, CLaSS	Frequent user analysis via excel spreadsheets - to identify patterns of service usage from different student	N/A	Students	Pnumber service usage, which is analysed for frequency of use. High frequency users are identified and then full student records consulted	Internal only	Public Task		
Library and Learning Services, CLaSS	Tying Pnumber data to historic student system data for mentoring matching	N/A	Students	Pnumber data and basic student information which is then tied to QLS data	Internal only	Public Task		
Library and Learning Services, CLaSS	Tying Pnumber data to historic student system data for mentoring matching	N/A	Students	Pnumber data and basic student information which is then tied to QLS data	Internal only	Public Task		
Library and Learning Services, CLaSS	Tutorial records - qualitative records kept to ensure that the user receives continuity of service	N/A	Students	Student ID P Number information plus any pertinent info given as part of the tutorial	Internal only	Public Task		
Library and Learning Services, Content Delivery Team	Library Dashboard, Visualise library trends in library usage	N/A	Students	Data with interactions with library service and attributes of anonymised individuals	Internal only	Public Task		
Library and Learning Services, Content Delivery Team	Library login data- monitor authentication activity	N/A	Staff/Students	Usernames of people login in	Internal only	Public Task		
Library and Learning Services, Content Delivery Team	Log of doctoral theses - recording doctoral outputs and tracking progress	N/A	Students	Name of the person	Internal only	Public Task		
Library and Learning Services, Content Delivery Team	Log of doctoral author contact details - to request permission to digitise doctoral theses	N/A	Students	Name and contact details	Internal only	Public Task		
Library and Learning Services, DORA	Recording of publication outputs - Log of what has been published by University staff and research students	N/A	Staff	Name of the person, research group, department	British Library, Ethos and web search engines. To enable discovery	Public Task		
Library and Learning Services, Front of House and Service Development	Processing and retention of ask and collect request forms - To retrieve and store books from our shelves in the reservation area of the Kimberlin Library for ease of access by students	N/A	Students	Proof of identity details as necessary to verify the requester's details, personal data as held in recorded form at DMU; manually amended data showing that a student has a disability(but not the nature of the disability)	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Library and Learning Services, Front of House and Service Development	Processing and retention of Ask and Collect Request forms	N/A	Staff/Students	Proof of identity details as necessary to verify the requester's details. Personal data as held in recorded form at DMU	Internal only	Public Task		
Library and Learning Services, Front of House Staff	Creation of library cards for external members - to enable external members of the public/staff and students from other universities to join the library to access study spaces and book stock	N/A	Staff/Students/External Members	Proof of identity details as necessary to verify the requester's details, personal data as held in recorded form at DMU name address email	Internal only	Contract		
Library and Learning Services, Front of House Staff	Amendment of "borrower" information on Alto, imported from SAP/paper registration forms	N/A	Staff/Students	Proof of identity details as necessary to verify the requester's details, personal data as held in recorded form at DMU name address email	Internal only	Public Task		
Library and Learning Services, Front of House Staff	Circulation of library stock via the Alto circulation system	N/A	Staff/Students	DMU ID card/library card or temporary green ID slip	Internal only	Public Task		
Library and Learning Services, Front of House Staff	Contact with library users via notification messages	N/A	Staff/Students	Personal data as held in recorded form at DMU - notifications sent in email format only name address email	Internal only	Public Task		
Library and Learning Services, Heritage	Recruitment - personal data on application forms is available during the recruitment process	N/A	Students	Personal details, including phone numbers, employment history, and proof of identity	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Library and Learning Services, Library Disability Services	Library Disability Services and appointments (one-to-one) - receipt of appointment bookings to see a member of the Library Disability Team and to write up appointments notes	N/A	Students	Pnumber, course details, contact details, disability to verify the requester's eligibility to access the Library Disability Services	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Library and Learning Services, Library Disability Services	Receipt of eligibility confirmation from the Faculty Disability Officers to change student status to access the library disability services and Assistive Technology PC network	N/A	Students	Pnumber and student name to verify the requester's eligibility to access the Library Disability Services	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Library and Learning Services, Library Disability Services	Assistive Technology Workshop and tutorial booking form registration - grants access to assistive technology training and support	N/A	Students	P number, course details, contact details, disability to verify the requester's eligibility to access the Library Disability Services	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Library and Learning Services, Library Disability Services	Email register - notification emails regarding Library and Learning services available to Library support-registered disabled students around exam, assignment and resit periods	N/A	Students	Pnumber, course details, contact details, disability and library support status to verify the requester's eligibility for email notification	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Library and Learning Services, Library Services	Feedback - individuals can submit feedback about the library and request a response. From this surveys are sent to individuals to gauge satisfaction	N/A	Students	Name, Pnumber required, course detail and emails where submitted by student	Redacted version shared with CSE assessor to show compliance	Public Task		
Library and Learning Services, Library Services	Authorised officer process - to meet with and issue outcomes (via letter) to students who have broken university regulations. In addition monthly reports of cases are submitted to SAAS	N/A	Students	Name, address, Pnumber, faculty	Internal only	Public Task		
Library and Learning Services, Library Services	Security incident reports - issuing fines (via letter) to students who have broken university regulations	N/A	Students	Name, address, Pnumber	Internal only	Public Task		
Library and Learning Services, Library Services	Health and Safety - completed PEEPs for staff, accident incident reports, first aid reports	N/A	Students	Name, Pnumber, course, DOB, address, disability	Internal only	Legal Obligation	For students 9 (2) (a) explicit consent	
Library and Learning Services, Library Services	Timesheets - for staff on Grade F and above that are not normally paid overtime (in agreement with Payroll)	N/A	Staff	Name, employee number	Internal only	Contract		
Library and Learning Services, Library Services	Professional and Scholarly records - retain oversight of staff qualifications and publications	N/A	Staff	Name	Internal only	Public Task		
Library and Learning Services, Library Services	Training - retain oversight of staff training (LLS based and external events) plus H&S training	N/A	Staff	Name	Internal only	Public Task		
Library and Learning Services, Library Services	Staff records - spreadsheet kept to provide overview of staff	N/A	Staff	Name, health, disability, address	Internal only	Public Task		
Library and Learning Services, Maths Learning Centre	Usage data collection and feedback collection, collecting Blackboard assessment results - to evaluate and measure effectiveness of service. To	N/A	Students	Pnumber, name, programme and modules, DOB, date of entry, gender, highest maths qualification, UCAS Qualification Tariff, Faculty, Department, Mode of attendance degree programme classification degree	Internal only	Public Task		
Library and Learning Services, Open Access	Log of APC requests - articles that DMU is paying to be published in Open Access	N/A	Staff	Name of the person	Internal only	Public Task		
Library and Learning Services, Open Access	Log recently published research outputs and contact individual researchers, where outputs are not compliant	N/A	Staff	Name of the person	Internal only	Public Task		
Library and Learning Services, Service Development and Delivery	Record of user error, failed returns, to ensure they do not require further instruction and that fines should not be waived for future instances	N/A	Students	List of students who have failed to return laptops correctly, the circumstances of the laptop being discovered and correspondence with student and fines accrued name address email	Internal only	Public Task		
Library and Learning Services, Service Development and Delivery	Record of users who have abandoned laptops	N/A	Students	List of students who have failed to return laptops correctly, the circumstances of the laptop being discovered and correspondence with student and fines accrued name address email	Internal only	Public Task		
Library and Learning Services, Service Development and Delivery	Access historical papers library registrations cards for P300 and P800	N/A	Students	Pnumber, name, address, email address	Other UK universities, who are members of the SCONUL	Legitimate Interest		
Library and Learning Services, Service Development and Delivery Staff	Processing and retention of security incident reports- to act on breaches of library regulations and to impose fines	N/A	Staff/Students	Proof of identity details as necessary to verify the requester's details, personal data as held in recorded form at DMU name address email	Internal only	Public Task		
Library and Learning Services, Special Collections	Reader registration - details of readers are kept in a spreadsheet and analysed for information about service	N/A	Students	Course of study, faculty, status (undergrad, postgrad, academic etc), purpose of study anonymised individuals	Internal only	Public Task		
Library and Learning Services, Special Collections	Reader registration - contact information of readers is kept on file in case of security breach	N/A	Staff/Students	Name, address, contact information	Internal only	Public Task		
Library and Learning Services, Special Collections	Copyright declaration - forms are kept on file in case of copyright violation involving copied material provided by	N/A	Staff/Students	Name, address, contact information	Internal only	Public Task		
Library and Learning Services, Special Collections	New accessions form -details of donors are kept on file in case of need to contact regarding their collection	N/A	Staff/Students/External Members	Name, address, contact information	Internal only	Legitimate Interest		
Library and Learning Services, Special Collections	Newsletter distribution list - details of people who have expressed interest in receiving a hard-copy of the special	N/A	Staff/Students/External Members	Name and postal address	Internal only	Legitimate Interest		
Marketing and Comms Recruitment Team	Prospectus order form - Data captured from enquirers/applicants when a prospectus request is made via the DMU website, form is hosted on the DMU website with am embedded i-frame that pulls in the sterling form.	N/A	Staff/Students	Country of residency, year of entry, subject area, postal or digital copy, title, first name, surname, email, mobile, landline, address and postcode, DOB, nationality	Sterling receive this data to enable the prospectus order to be fulfilled	Public Task		
Marketing and Comms, Recruitment Team	Open day booking form - data captured from enquirers/applicants as part of the process of booking a place at a DMU Open Day	N/A	Staff/Students	Level of Study, start year, subject area, title, first name, surname, DOB, email, mobile number, nationality, full address and postcode, number of guest, planned form of transport, where did you hear about DMU, would you like to receive support from our Disability Team	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Marketing and Comms, Recruitment Team	Study related enquiry form - data enquirers/applications when a course enquiry is made via the DMU website,	N/A	Staff/Students	Title, first name, surname, DOB, email, mobile number, twitter handle, full address & postcode, UCAS ID, level of study, start year, subject area, where did you hear	Internal only	Public Task		
Marketing and Comms, Recruitment Team	Campus tour booking form - data captured from enquirers/applicants as part of the process of booking a place on a DMU campus tour. Data creates	N/A	Staff/Students	Level of Study, start year, subject area, title, first name, surname, DOB, email, mobile number, nationality, full address and postcode, number of guest, planned form of transport, where did you hear about DMU, would you	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Marketing and Comms, Recruitment Team	Event data capture card - data captured from enquirers/applicants at a recruitment event. Event could be in	N/A	Staff/Students	DOB, full name, full address & postcode, email, phone number, year of entry, start year, subject area	Internal only	Public Task		
Marketing and Comms, Recruitment Team	Logging incoming telephone enquiry - data captured from enquirers/applicants during a	N/A	Staff/Students	First name, surname, email, phone number, country, cull address & postcode, DOB, disability disclosure, year of entry, level of study, start year, subject area	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Marketing and Comms, Recruitment Team	Logging incoming email enquiry - data captured from enquirers/applicants during a email enquiry (could be related to open day, prospectus request, subject area enquiry, campus	N/A	Staff/Students	First name, surname, email, phone number, country, cull address & postcode, DOB, disability disclosure, year of entry, level of study, start year, subject area	Internal only	Public Task		
Marketing and Comms, Recruitment Team	Data received via third party data capture platforms (UCAS) - data captured from enquirers/applicants	N/A	Staff/Students	Country of residency, year of entry, subject area, postal or digital copy, title, first name, surname, email, mobile, landline, address and postcode, DOB, nationality	Data captured by UCAS pre event, enquirer/applicant chooses to be scanned by	Public Task		
Marketing and Comms, Recruitment Team	Teacher and Careers Adviser - data maintained as part of account management of schools and colleges.	N/A	Staff/Students	First name, surname, work email, work phone number, job title, account related to	Internal only	Public Task		
Marketing and Comms, Recruitment Team	Outgoing enquiry campaigns - outgoing communication to enquirers	N/A	Staff/Students	Email address, telephone number, full address and postcode	Internal only	Public Task		
Marketing and Comms, Recruitment Team	Outgoing applicant campaigns - outgoing communication to applicants via phone, email and post. Application data in C4C Hybris has challenges from	N/A	Staff/Students	Email address, telephone number, full address and postcode	Internal only	Public Task		
Marketing and Comms, Recruitment Team	Twitter accounts from Hybris social listening - key work segmentation is	N/A	Staff/Students	Twitter handle	Data is shared with the creative agency that	Legitimate Interest		
Marketing and Comms, Recruitment Team	Facebook Groups - enquirers, applicants and parents choose to join a DMU closed Facebook Group	N/A	Staff/Students	Facebook account	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Marketing and Comms, Recruitment Team	Outgoing international campaign - international email campaigns delivered by Marketing and Comms based on data sourced by the International Office at recruitment exhibitions	N/A	Staff/Students	Email address	Internal only	Public Task		
People and Organisational Development - Employee Relations	Maintain a record of the operation of disciplinary (performance) and grievance procedures and their outcome as per Policies & Procedures	N/A	Staff	Employee name, DOB, length of service, pension, payroll, conduct and performance records	ACAS and Employment Tribunals legal requirement to respond if an employment claim is submitted by a current or ex-employee. Professional bodies like	Public Task	9 (2) (b) employment purposes, sometimes defending legal claims	
People and Organisational Development - Employee Relations	Absence and health management records - support mangers in managing their attendance issues and ensuring that managers meet their	N/A	Staff	Employee name, age, DOB, length of service, address, state of health, medical information. Consent to get records from GP requires employee signed consent, OH referrals shared with employee, health retirement	Pension - Local Government & Teachers	Public Task	9 (2) (b) employment purposes	
People and Organisational Development - Employee Relations	Job evaluation and grading - to ensure equal pay principles are applied and the University is protected from equal pay claims	N/A	Staff	Job evaluation - employee grade information and current duties and responsibilities	Employment Tribunal	Public Task		
People and Organisational Development - Employee Relations	Employment status questionnaires, to ensure the University is compliant with TAX, immigration and employment status	N/A	Staff	name, information about TAX/IR35	N/A	Public Task		
People and Organisational Development - Employee Relations	Restructuring & redundancy process for hourly paid Lecturers - to ensure the University's structure meets the organisation's need and is in line with all relevant employment and trade	N/A	Staff	Name, age, DOB, length of service, pension, payroll, conduct and performance records	Pension - Local Government & Teachers	Public Task		
People and Organisational Development - Employee Relations	Provision of personal data salary service and contribution details for Local Government Pension Scheme (LGPS) eligible members, including any associated audit requests, to comply	N/A	Staff	NI number, name, surname, address, DOB, LEA number, contract start date, contract end date, withdrawal, full-time/part-time. annual salary, additional contributions, overtime, email address, employer's contribution, employee's contributions, gender	LGPS- legal obligations of scheme LGPS Auditors legal obligations of the scheme	Public Task Legal Obligation (Pension Records)		
People and Organisational Development - Employee Relations	Provision of personal data salary service and contribution details for Teachers Pension Scheme (TPS) pension scheme for all eligible members, including any associated	N/A	Staff	Teacher number, NI number, name, surname, address, DOB, LEA number, contract start date, contract end date, withdrawal, full-time/part-time. annual salary, additional contributions, overtime, email address, employer's contribution, employee's contributions,	TPS legal obligations of scheme TPS Auditors - legal obligations of the scheme	Public Task		
People and Organisational Development - Equality and Diversity	Regular analysis of staff data by characteristics (including of personal and special category data) as per business requirements.	N/A	Staff/Students	Name, special category information against protected characteristics, progression, attendance, anonymised as soon as practical	Aggregated anonymised data is shared internally and externally with regulators, specialist organisations. DMU's data suppression policy (starting population of less than 5) is utilised.	Legal Obligation	Substantial Public Interest (Equality of opportunity monitoring)	
People and Organisational Development - Equality and Diversity	Annual analysis of staff and student data by characteristics (including of personal and special category data) to determine diversity challenges. Three yearly preparation of detailed analytical charter application documents. Where these are sent externally,	N/A	Staff/Students	Name, special category information against protected characteristics, progression, attendance, anonymised as soon as practical	Aggregated anonymised data is shared internally and externally with regulators, specialist organisations. DMU's data suppression policy (starting population of less than 5) is utilised.	Legal Obligation	Substantial Public Interest (Equality of opportunity monitoring)	
People and Organisational Development - Health and Safety	Accident and Incident Reporting, and to enable prevention of other accidents and incidents	N/A	Staff/Students/Visitors/Contractors	Name, DOB, Address, Department, Job/ Role, Health issues or injuries, witnesses	Anyone involved in the incident or witnessing the incident	Legal Obligation	9 (b) Employment, social security and social protection	
People and Organisational Development - Human Resource Management	Pay progression, Annual process to allow staff to apply for additional increments	N/A	Staff	Name, job title, salary/spinal point, length of service, details of roles and responsibilities	Internal	Public Task		
People and Organisational Development - Human Resource Management	Professorial and readership process, Annual process to allow staff to apply for promotion to Reader or Professor	N/A	Staff	Name, job title, salary/spinal point, CV and details of roles and responsibilities, referee contact details	Internal	Public Task		
People and Organisational Development - Human Resource Management	Senior staff salary review, Annual process of reviewing senior staff salaries linked to appraisal process	N/A	Staff	Name, job title, salary, length of service, appraisal ratings	Internal	Public Task		
People and Organisational Development - Human Resource Management	Hourly paid part-time lecturers' redundancy process, Annual review of teaching staff requirements and consultation on potential redundancies	N/A	Staff	Name, CV, hours worked in past 12 months, pay	Internal	Public Task		
People and Organisational Development - Human Resource Policy	Gender pay gap reporting for annual statutory reporting	N/A	Staff	Name, gender, salary and bonus payments, job title	Internal, Regulators	Legal Obligation	Substantial Public Interest (Equality of opportunity monitoring)	
People and Organisational Development - Human Resource Services	Processing HR records for all DMU employees to enable end to end processing of employment contracts to enable staff to be processed and	N/A	Staff	NI number, personnel no, contract no, address, email address, contract start date, contract end date, name, gender, DOB, martial status, title, NI earnings, taxable earnings, annual pensionable salary, pensionable pay,	Internal	Public Task	9 (2) (b) employment purposes	
People and Organisational Development - Human Resource Services	Statutory requests for information - such as HESA., and other governmental bodies to comply with legal obligations.	N/A	Staff	Name, job title, protected characteristics, salary, other employment data, teaching area	Internal, Regulators	Legal Obligation	9 (2) (b) employment purposes	
People and Organisational Development - Human Resource Services	Regulatory requests for information - such as DBS, UKVI, other governmental bodies to comply with legal obligations.	N/A	Staff	Name, job title, protected characteristics, salary, NI Number, other employment data, nationality	Internal, Regulators	Legal Obligation	9 (2) (b) employment purposes	Consent, Substantial Public Interest (Protection of Children and Vulnerable People), Substantial Public Interest(Prevention of Fraud) Can be other conditions on occasion
People and Organisational Development - Human Resource Services	To enable benchmarking against the sector, for planning purposes, provided in an anonymised summary format	N/A	Staff	Name, job title, protected characteristics, salary, other employment data, teaching area	Internal, Benchmarking Company	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
People and Organisational Development - Human Resource Services	To enable charter mark benchmarking against the sector, for planning purposes and to submit for specialist	N/A	Staff	Name, job title, protected characteristics, salary, other employment data, teaching area	Internal, Charter Mark Organisation	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
People and Organisational Development - Human Resource Services	Management of reward and benefits schemes to enable employees to access reward schemes offered by DMU	N/A	Staff	Name, age, DOB, length of service, pension, payroll, conduct and performance records, salary, appraisal	Internal	Public Task		
People and Organisational Development - Human Resource Services	Management of reward and benefits schemes which are not managed via contracts be able to be employees to access reward schemes offered by DMU	N/A	Staff	Name, Employee Number	Internal, Benefit Contract	Public Task		
People and Organisational Development - Human Resource Services	Processing applicant details for permanent, temporary or contractor/agency jobs at the	N/A	Staff, Applicants	Name, Contact Details, Curriculum Vitae, Protected Characteristics, Health Data, Job History, Salary, Criminal Convictions	Internal, Psychometric Profile Company	Consent	(a) Explicit consent 9 (2) (b) employment purposes (g) Substantial Public Interest (Equality of	Consent, Substantial Public Interest (Protection of Children and Vulnerable People), Substantial Public
People and Organisational Development - Learning & OD	Enable the recording and accreditation gained through a third party provider	N/A	Staff	Name, contract number, date of course, email addresses	Internal only	Public Task		
People and Organisational Development - Learning & OD	Enable management to make a decision on whether a member of staff can be supported to attend/participate on a programme	N/A	Staff	Name, email and whether they are currently employed at DMU	Internal only	Public Task		
People and Organisational Development - Learning & OD	Training records - enable end to end management of training and development records and enable staff and managers to view information	N/A	Staff	Name, contract number, date of course, email addresses	Internal only	Public Task		
People and Organisational Development - Learning & OD	Training Records for DMU staff - enable end to end management of training and development records	N/A	Staff	Name, contract number, date of course, email addresses	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
People and Organisational Development - Learning & OD	Training records for research students enable end to end management of	N/A	Staff	Name, contract number, date of course, email addresses	Internal only	Public Task		
People and Organisational Development - Learning & OD	Training records for UniTemps staff - enable end to end management of training and development records	N/A	Staff	Name, contract number, date of course, email addresses	Internal only	Public Task		
People and Organisational Development - Learning & OD	First Aid training - enable the recording and accreditation gained through a third party provider	N/A	Staff	Name, contract number, date of course and email addresses	Internal only	Public Task		
People and Organisational Development - Learning & OD	To review applications for, approval and record information on staff who	N/A	Staff	Name, job title, programme of study, year of approval, fee	Internal	Public Task		
People and Organisational Development - Occupational Health	Data shared as part of the OH referral process/medical support offered to staff. Future data is stored privately with Health Management Ltd	N/A	Staff	Name, home address, email address, telephone numbers, Confidential medical information	This is checked by Head of Health, Safety & Wellbeing and Executive Director of POD	Public Task	9 (2) (h) Occupational health	
People and Organisational Development - Occupational Health	Review forms - referrals, new starter, travel, health surveillance, in line with any HR documents	N/A	Staff	Name, home address, email address, telephone numbers, Confidential medical information	Determine the overlap with HR	Public Task	9 (2) (b) employment purposes	
People and Organisational Development - Occupational Health	Suppliers/third parties: two way information, all data is stored securely	N/A	Staff	Name, home address, email address, telephone numbers, Confidential medical information	Identify data contractors and obtained statements/contracts	Consent	9 (2) (b) employment purposes	
People and Organisational Development - Occupational Health	Reports / GP Access to Medical Records Act (AMRA)	N/A	Staff	Name, home address, email address, telephone numbers, Confidential medical information	Internal only	Consent	9 (2) (b) employment purposes	
People and Organisational Development - Occupational Health	Retention OPAS / records process and policy - All information is now stored on a PDF and stored in a secure area within DMU	N/A	Staff	Name, NI number, home address, email address, telephone numbers, Confidential medical information	Internal only	Public Task	9 (2) (b) employment purposes	
People and Organisational Development - Occupational Health	Car parking - Staff and blue badge student holders	N/A	Staff/Students	Name, reg number, car details, blue badge details	Internal only	Public Task	9 (2) (a) explicit consent	
People and Organisational Development - Occupational Health	Health & Safety training records to enable management meeting H&S requirements	N/A	Staff	Name, faculty, training undertaken	Internal only	Public Task		
People and Organisational Development - Occupational Health	Health Screening, Counselling, GP and other medical / psychological reporting. Fit to Work.	N/A	Staff	Name, home address, email address, telephone numbers, job role, Confidential medical information	This is checked by Head of Health, Safety & Wellbeing and Executive Director of POD	Public Task	9 (2) (h) Occupational health	
People and Organisational Development - Payroll & Pensions	Processing the monthly payroll for UniTemps workers including any associated audit requests - to comply with legal obligations with HMRC &	N/A	Staff	Name, address, DOB, gender, work experience, NI number, tax code, emergency contact details, employment history, pay, hours, benefits, absence, bank details	HMRC - legal obligations , UniTemps - franchise agreement	Public Task Legal Obligation (Tax Records)		
People and Organisational Development - Payroll & Pensions	Payments via the payroll for non DMU employees such as Subject Advisers and Panel Members to comply with	N/A	Staff	Name, address, DOB, gender, work experience, NI number, tax code, emergency contact details, employment history, pay, hours, benefits, absence, bank	HMRC - legal obligations	Public Task Legal Obligation (Tax Records)		
People and Organisational Development - Payroll & Pensions	Provision of personal data, salary service and contribution details for LGPS pension scheme for all eligible	N/A	Staff	NI number, personnel no, contract no, address, email address, contract start date, contract end date, additional contributions, SMP indicator, name, gender,	LGPS - legal obligations of scheme, LGPS auditors legal obligations of the scheme	Public Task		
People and Organisational Development - Payroll & Pensions	Provision of personal data salary service and contribution details for	N/A	Staff	NI number, personnel no, contract no, address, email address, contract start date, contract end date,	AE provider legal obligations of scheme, AE audit legal	Public Task		
People and Organisational Development - Payroll & Pensions	Statutory requests for information including but not limited to DWP,	N/A	Staff	Name, address, DOB, gender, work experience , NI number, tax code, emergency contact details,	Requesting government departments - legal	Legal Obligation	9 (2) (b) employment purposes	
People and Organisational Development - Payroll & Pensions	To enable a research bid to be formulated with inclusion of costs of those employees who will be involved in the project & then copy payslips,	N/A	Staff	Name, address, DOB, gender, work experience , NI number, tax code, emergency contact details, employment history, pay, hours, holidays, benefits, absence, bank account details, contact details	Requesting Grant Providers - legal obligations	Public Task		
People and Organisational Development - Payroll & Pensions	To comply with Financial Regulations & Legal obligations as a public body - providing salary, remuneration & benefits for specified employees for Auditors in preparation of publishing	N/A	Staff	Salary, remuneration & benefits	Auditors, published accounts to comply with Financial Regulations & legal obligations as a public body	Legal Obligation		
People and Organisational Development - Payroll & Pensions	Annual salary information for Office of National Statistics for selected employees	N/A	Staff	Name, address, DOB, gender, work experience , NI number, tax code, emergency contact details, employment history, pay, hours, holidays, benefits, absence, bank account details, contact details	ONS - legal obligations	Legal Obligation		
People and Organisational Development - Payroll & Pensions	Ad hoc remuneration information for FOI requests	N/A	Staff	None identifiable information relating to salary, contracts & benefits	Data provided to Governance Team who	Legal Obligation		
People and Organisational Development - Payroll & Pensions	Requests for salary & remuneration information for other DMU departments, insurers & solicitors to	N/A	Staff	Contractual data as held in recorded form at DMU	Data provided to Governance Team who would decide what is	Public Task		
People and Organisational Development - Payroll & Pensions	Financial references for employees for mortgage and rental purposes	N/A	Staff	Name, job title, duration of employment, status of employment, salary	Mortgage Provider, Internal	Consent		
People and Organisational Development , Learning & OD Team	HEA Recognition - to update and inform the Higher Education Academy (HEA) on fellowships acquired by DMU staff	N/A	Staff	Name, email address, and if they are currently employed at DMU	Internal only	Public Task		
People and Organisational Development - Payroll & Pensions	Processing the monthly payroll for all DMU employees, including any associated audit a request to comply with legal obligations with HMRC and Contracts of Employment	N/A	Staff	Name, address, DOB, gender, work experience, NI number, tax code, emergency contact details, employment history, pay, hours, benefits, absence, bank details	HMRC - legal obligations	Public Task Legal Obligation (Tax Records)		
People and Organisational Development - Payroll & Pensions	Provision of personal data salary service and contribution details for The Universities Superannuation Scheme (USS) pension scheme for all eligible members, including and	N/A	Staff	NI number, personnel no, contract no, address, email address, contract start date, contract end date, additional contributions, SMP indicator, name, gender, DOB, martial status, title, NI earnings, taxable earnings, annual pensionable salary, pensionable pay, date joined	USS- legal obligations of scheme USS auditors legal obligations of the scheme	Public Task		
People and Organisational Development, CPMO & Business Change Project Manager	Training evaluation of the Project Management training course	N/A	Staff	Name, job title, department, work email address	Internal only	Public Task		
People and Organisational Development, Continuous Improvement	Delegates attending the two types of Continuous Improvement (CI) courses (Associate and Practitioner) are	N/A	Staff	Name, faculty, directorate, nominating manager, quiz scores	Internal only	Public Task		
People and Organisational Development, CPMO & Business Change Project Manager	Information held for the Project and Change Management Network - held on the DMU Hub purpose to contact DMU colleagues	N/A	Staff	Name, email address, job title	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	360 Degree feedback activity - to enable the set up and completion of 360 degree feedback activity as part of developmental activity	N/A	Staff	Name, email address	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	Certificate in Research Supervision Completion - to enable Graduate School Office to update records held for staff supervising PhD students	N/A	Staff	Name, contract number, Date of course, email addresses and are held on SAP	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	Professional Recognition Scheme Assessment/Panel outcome - to enable the management of reporting on the status and outcomes of	N/A	Staff	Name, email address & whether they are currently employed at DMU	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	Postgraduate certificate in academic process (PGCAP) - apprenticeship applications to follow the process laid down by the Educational & Skills Funding Agency (ESFA)	N/A	Staff	Paper copies of application forms are kept in locked filing cabinet. This is a requirement of ESFA. We also keep an electronic copy of these in a shared folder only accessible by the Apprenticeship team	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	To capture application data to enrol staff on appropriate apprenticeships	N/A	Staff	Name, grade, faculty/directorate, gender DOB,	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	System application forms submitted by staff for access to DMU systems i.e. SAP, BILP	N/A	Staff	Name, work email address, User ID	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	Mentor matching platform - staff can upload a profile to a hosted mentor matching platform	N/A	Staff	Name, Contact Details	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	Expression of interest forms for coaching service and mediation service	N/A	Staff	Name, faculty/directorate	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	Enrol staff onto the PG Certificate in Learning and Teaching as a student	N/A	Staff	Employee name. org unit, email address, phone numbers, course of study and year of funding approval	Internal only	Public Task		
People and Organisational Development, Learning & OD Team	Approve and record information on staff who are in receipt of funding for a DMU taught programme	N/A	Staff	Employee name. org unit, email address, phone numbers, course of study and year of funding approval	Internal only	Public Task		
Research Services Directorate	Direct Collaborators - Research contacts - researches based at the beneficiaries of a specific collaborative research project	N/A	Staff	To process/control research data	Internal only	Public Task		
Research Services Directorate	Direct Collaborators Administrative contacts - administrative staff based at the beneficiaries of a specific Data collaborative research project	N/A	Staff	Mainly process/control non-research data, but will process control data relating to the research staff on the project, Name, employer/organisation, business email address, position, business telephone, business address, personal phone, personal email, personal address	Internal only	Public Task		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Research Services Directorate	Funder - all contacts - staff assigned to monitor the grant by the funder. This will be a mixture of subject collaborative research project. This could be as few as 1 or 2 people for any one project, or over 10 people for larger projects.	N/A	Staff	Name, employer/organisation, business email address, position, business telephone, business address, personal phone, personal email, personal address	Internal only	Public Task		
Research Services Directorate	Indirect Collaborators - Research contacts - researches working on partner projects where there is no formal collaboration. Many EU projects will include work/networking	N/A	Staff	Name, employer/organisation, business email address, position, business telephone, business address, personal phone, personal email, personal address	Internal only	Public Task		
Research Services Directorate	Previous Collaborators - research contacts - researchers based at previous collaborating beneficiaries	N/A	Staff	Employer/Organisation Name, employer/organisation, business email address, position, business telephone, business address, personal phone, personal email, personal address	Internal only	Public Task		
Research Services Directorate	Event attendance contacts - a list of attendees from a specific event (conference/workshop)	N/A	Staff	Business Email Address	Internal only	Legitimate Interest		
Research Services Directorate	Generic contacts - a broad list of contacts who will be contacted to receive public project disseminations, alerted job opportunities, attend events, invited into new proposals invited to participate in dada collection activities	N/A	Staff	Name, employer/organisation, business email address, position, business telephone, business address, personal phone, personal email, personal address	Internal only	Public Task		
SAC, Student Advice Centre	Support Officer on one to one meeting notes and student pregnancy meetings	N/A	Students	Name, Pnumber, email address, telephone number	Internal only	Public Task	For students 9 (2) (a) explicit consent	
SIE, International Office	Segmenting applicants for email campaigns for international student recruitment	N/A	Students	Personal details, including medical/vaccination details	Internal only	Public Task	For students 9 (2) (a) explicit consent	
SIE, International Office	Creating call lists for international student recruitment	N/A	Students	Country of domicile, course applied for, level of course applied for, offer status, personal telephone number,	Internal only	Legitimate Interest		
SIE, International Office	Uploading prospective leads onto CRM for international student recruitment	N/A	Students	Country of domicile, course applied for, level of course applied for, offer status, personal telephone number, email address	Oxford International Education Group (the EU applicants data only)	Legitimate Interest		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
SIE, International Office	Distributing applicant data to Regional Teams for agent follow ups	N/A	Students	Country of domicile, course applied for, level of course applied for, offer status, personal telephone number,	Internal only	Legitimate Interest		
SIE, International Office	Distributing applicant data to delivery partner (OIEG), for international students	N/A	Students	Name, Contact Details	OIEG	Legitimate Interest		
SIE, International Office	Distributing student data to I-Graduate/Tribal for International Student Barometer survey	N/A	Students	Student Number, Email (DMU), Clearing Flag,Gender,Programme Code, Programme Long title, Program Faculty, Registration (Part time/Distance Learning Flag) Programme type Code, Registration Student type/Group, Resident Country, Nationality, Birth date, Registration Academic Year, Registration Campus	I-Graduate	Public Task	For students 9 (2) (a) explicit consent	
Social Impact & Engagement, Events	Event Marketing - communications sent out to the public, staff, students, alumni and organisations inviting or notifying them of events	N/A	Staff/Students/Third Parties	Business Telephone	Internal only	Legitimate Interest		
Social Impact & Engagement, Events	Event processing - process response to events adding recipients to the database and to created spreadsheets	N/A	Staff/Students/Third Parties	Business Address	Internal only	Legitimate Interest		
Social Impact & Engagement, Events	Creating a record for an individual not already on the system, that can be used for a specific event.	N/A	Staff/Students	Personal Phone	Internal only	Legitimate Interest		
Social Impact & Engagement, Events	Event web booking forms - individuals booked on to an event and add their details on to the attendance list	N/A	Staff/Students	Personal Email	Internal only	Legitimate Interest		
Social Impact & Engagement, Events	At the event' bookings' - obtain details from guests attending events without having pre-booked so they can be added to the attendance list	N/A	Staff /Students	Personal Address	Internal only	Legitimate Interest		
Social Impact & Engagement, Events	Attendance/registration lists - list of everyone that has booked onto an event, to monitor number and to check off attendees at an event	N/A	Staff/Students	Name, audience type, organisation details where applicable	Internal only	Legitimate Interest		
Strategic Planning Service (SPS), Information and Intelligence	National Student Survey - the use of student detail information to identify the cohort that can take part in the National Student Survey (NSS)	N/A	Students	Enrolment data, including name, course and contact details	Internal only	Legal Obligation		
Strategic Planning Service (SPS), Information and Intelligence	Higher Education Statistics Agency (HESA) Statutory Return - student	N/A	Students	Name, Medical Information, Race, Disability, nationality, sexuality, Religion, Gender converted to an anonymised	HESA - statutory return	Legal Obligation	For students 9 (2) (a) explicit consent	
Strategic Planning Service (SPS), Information and Intelligence	Higher Education Students Early Statistics (HESES) Statutory Return - student details are used to create the return but are not part of the return	N/A	Students	Name, Medical Information, Race, Disability, nationality, sexuality, Religion, Gender converted to an anonymised format for submission	HESA - statutory return	Legal Obligation		
Strategic Planning Service (SPS), Information and Intelligence	Information and intelligence requirements for DMU (standards reports) - a range of data held in DMU systems are used to create aggregate reports	N/A	Students	Name, Medical Information, Race, Disability, nationality, sexuality, Religion, Gender converted to an anonymised format for submission	Internal only	Legal Obligation	For students 9 (2) (a) explicit consent	
Strategic Planning Service (SPS), Information and Intelligence	Freedom Of Information (FOI) requests - personal data may be processed in order to meet an FOI	N/A	Students	Name, Medical Information, Race, Disability, nationality, sexuality, Religion, Gender converted to an anonymised format for submission	Internal only	Legal Obligation	Anonymised	
Strategic Planning Service (SPS), Information and Intelligence	Information and intelligence requirements for DMU (ad hoc requests) - a range of data held in	N/A	Students	Name, Medical Information, Race, Disability, nationality, sexuality, Religion, Gender converted to an anonymised format for analysis	Internal only	Legal Obligation	Anonymised	
Strategic Planning Service (SPS), Information and Intelligence	Staff Workload Planner (SWP) academic workload - HR system is	N/A	Students	Staff Name, job title, allocated responsibilities	Internal only	Contract		
Strategic Planning Service (SPS), Information and Intelligence	Higher Education Statistics Agency (HESA) provider profile - personal data	N/A	Students	Counts of staff etc.. that can identify staff but are not special category	Internal only	Legal Obligation		
Strategic Planning Service (SPS), Information and Intelligence	Module Level Feedback (MLF) and Course Level Feedback (CLF) surveys -	N/A	Students	Ethnicity used as a way of analysing data	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Strategic Planning Service (SPS), Information and Intelligence	CLASS - impact of support - tracking student progress	N/A	Students	Individual students identified and tracked	Internal only	Public Task		
Strategic Planning Service (SPS), Information and Intelligence	Quality standards/benchmarks e.g. Athena Swan, Race Equality - the processing of data to support	N/A	Students	Aggregated ethnicity or sexual orientation data may be used in a submission	Internal only	Public Task	Anonymised	
Strategic Planning Service (SPS), Information and Intelligence	Professional Statutory and Regulatory Bodies (submissions) - to accredit courses/graduates	N/A	Students	Basic student details used	Awarding body	Public Task		
Strategic Planning Service (SPS), Information and Intelligence	Student Staff Ratio (submission) - statutory return on the ratio	N/A	Students	Basic student details used	HESA - statutory return	Legal Obligation		
Strategic Planning Service (SPS), Information and Intelligence	Graduate outcomes - data set submitted to Office for Students to determine Destination of Leavers from Higher Education (DLHE)	N/A	Students	Contact details, Name, Programme	OfS statutory return	Legal Obligation		
Strategic Planning Service (SPS), Information and Intelligence	Strategic benchmarking exercise against higher education benchmark group through a specialist third party	N/A	Students	Name, Staff reference number, Faculty/School Department, Job Title, Contract FTE, Start Date, Leave Date, Basic Salary, Overtime, Enhancements, Pension, NI, Total Cost, Grade, Financial Cost Code, Contract Basis	External - Benchmark Company	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Allocation of mandatory practice placements - use of personal data	N/A	Students	Medical details/notes related to health or disability	UHL & LPT Practice Learning Team to facilitate the allocation of mandatory placements within UHL & LPT	Public Task	9 (2) (b) employment purposes	
Student and Academic Service, Health & Life Sciences Placement Team	Processing of timesheets - requirement of Nursing and Midwifery Council (NMC) to record the number of hours achieved in practice mandatory	N/A	Students	Name, course details, practice hours achieved, sickness or absence hours	Internal only	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Collation of placement audit & health & safety documents - placement organisation, number of offers, timetables	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	Shared between different HEIs - placement quality assurance reasons	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Allocation of mandatory practice placements	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	Placement providers - in order to secure placements for students	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Collation of placement audit & Health & Safety documents placements used by students are required to have 2 yearly audit & health & safety check	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	Internal only	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Sourcing of placements - placement organisation, number of offers, timetables	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	Internal only	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Placement organisations finance admin - details when the student was at placement, hours worked, amount owed and paperwork completed	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	HEEM - for placement finance purposes	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Feedback from students about placements - feedback report	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	Some feedback may be shared with placement providers if a QA issue has been raised and needs to be addressed student name is	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Allocation of mandatory practice placements (Social Work, Audiology, Youth and Community Development	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	Placement providers - in order to secure placements for students	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Sourcing of placements (Social Work, Youth and Community Development, Education Studies, Sciences,	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	Internal only	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Arranging of optional placements (Sciences, Education Studies, Criminal Investigation with Policing - securing optional placements opportunities for Health and Life Sciences students	N/A	Students	Name, term address, transport details, Pnumber, course details, gender, previous experience learning objectives	Placement providers - in order to secure placements for students	Public Task		
Student and Academic Service, Health & Life Sciences Placement Team	Quality assurance of practice learning - auditing placements for suitability and H&S, gathering post placement	N/A	Students	Placement address, contact number, contact person, type of placement, type of experience placement offers	Some feedback may be shared with placement providers if a QA issue has	Public Task		
Student and Academic Service, Mandala Project	Mandala consent to disclose form- record of external and internal support agencies the student gives express permission for the project to contact	N/A	Students	All student information is held securely on Sharepoint which is only accessible to a limited number of authorised people	Internal only	Consent	For students 9 (2) (a) explicit consent	Consent

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Student and Academic Service, Mandala Project	Mandala notes - Record of interactions with students including emails and face to face meetings. Some historical information and assessment of risk	N/A	Students	All student information is held securely on Sharepoint which is only accessible to a limited number of authorised people	Internal only	Consent	For students 9 (2) (a) explicit consent	Consent
Student and Academic Service, Mandala Project	Ongoing statistics - students who have accessed the Mandala project - anonymous data	N/A	Students	Anonymised number students accessing support via the Mandala Project	Internal only	Public Task	Anonymised	Anonymised
Student and Academic Service, Student Finance and Welfare	Applications, Assessments, administration and allocation of University funds, bursaries and scholarships. Including statistical analysis and evaluation. To work out if the students are eligible for additional funds- this can be the DMU Support	N/A	Students	Data is stored electronically and hard copy forms. Personal data, financial data including bank details, circumstances data, qualification data, family data	Internal only	Consent		
Student and Academic Service, Student Finance and Welfare	Student Funding administration under funding body obligations, - the administration and certification of student funding for the Student Loans Company, US Govt Loans, Canadian Loans, ELCAS etc	N/A	Students	Personal data, student funding data, courses details, financial data, social security number (if applicable) disability information	Internal only	Public Task		
Student and Academic Service, Student Finance and Welfare	Collection of data specifically linked to the provision of administrative support to students in line with our daily tasks, including the use of My Gateway - Student letter requests, exclusions, reinstatements, academic offences, information requests	N/A	Students	Personal data, course data, student status	Internal only	Public Task		
Student and Academic Service, Student Finance and Welfare	Care leaver and estranged students lists for Transition Support - students who are identified as being Care Leavers or estranged are provided with additional support while at DMU.	N/A	Students	Personal data, contact details, care leaver/estranged student status	Internal only	Public Task		
Student and Academic Service, Student Finance and Welfare	Event bookings - applicants are invited to book onto events to support their transition in to HE. Information is collected in order to book places and to contact students going forwards	N/A	Students	Applicants are invited to book onto events to support their transition in to HE. Information is collected in order to book places and to contact students going forwards	Internal only	Public Task		
Student and Academic Service, Student Finance and Welfare	Student Finance and Welfare database - notes on student appointments are	N/A	Students	Information collected on students situation, possibly relating to funding or welfare issue	Internal only	Public Task		
Student and Academic Services Placement Team	SAAS - WBL - staff records processing staff records of sickness and return to work forms	N/A	Students	Medical details/notes related to health or disability	Internal only	Public Task	9 (2) (b) employment purposes	
Student and Academic Services Team, Educational Partnerships	Criminal convictions declared by partner student	N/A	Students	Details of conviction from partner student, student completes	Decision by Subject Access Request Committee (SAR)	Public Task		Substantial Public Interest (Protection of Children and Vulnerable People)
Student and Academic Services Team, Educational Partnerships	Enrolment/registration/withdrawal data is processed within DMU systems	N/A	Students	Name, DOB, address, programme details, email address, phone number, criminal conviction, disability	Internal only	Public Task		Substantial Public Interest (Protection of Children and Vulnerable People) Can be other conditions on occasion
Student and Academic Services Team, Educational Partnerships	Assessment - data is processed and shared in order for assessment boards to be held and academic decisions	N/A	Students	Name, DOB, programme performance data, student number	Data comes from partner colleges	Public Task		
Student and Academic Services Team, Educational Partnerships	Academic Offences, Data is processed and anonymised to provide an overall picture of academic practice	N/A	Students	Name, DOB, programme performance data, student number, student behaviour	Data comes from partner colleges	Public Task		
Student and Academic Services Team, Educational Partnerships	Post-cycle support - data is processed to ensure positions at graduation, to provide transcripts to alumni students	N/A	Students	Name, DOB, email, degree outcome	Internal only	Public Task		
Student and Academic Services Team, Educational Partnerships	Applicant/external details - ESA/EE/EPM application details and CV's are processed to support appropriate appointments being made	N/A	Students	Name, address, telephone numbers, email address, educational and work experience, NI number - CV details	Internal only	Public Task		
Student and Academic Services Team, Educational Partnerships	Change of status-deferral or interruption - data and sensitive evidence is processed to allow decisions to be made around changes to the students status or deferrals of academic exams	N/A	Students	Name, Pnumber , evidence to support interruption (e.g. Doctor's note , note from student	Data comes from partner colleges	Public Task	For students 9 (2) (a) explicit consent	
Student and Academic Services Team, Educational Partnerships	Partner staff details - processed in order for staff to receive Blackboard and Library	N/A	Students	Name, DOB, address, contact number	Data comes from partner staff member, Blackboard username and password shared with partner staff member in question	Public Task		
Student and Academic Services, Counselling	Counselling information form completed when students want from counselling	N/A	Students	Proof of identity details as necessary/reasons for applying	Internal only	Consent		
Student and Academic Services, Counselling	Counselling case notes/record of sessions	N/A	Students	Notes of what was discussed in counselling sessions/focus of work/management of risk	Internal only	Consent	For students 9 (2) (a) explicit consent	Consent
Student and Academic Services, Counselling	Follow up survey - student views on the service received	N/A	Students	All personal information is held in a secure area of CRM, restricted to authorised users	Internal only	Consent	For students 9 (2) (a) explicit consent	Consent
Student and Academic Services, Counselling	Annual report analysis of the year (numbers, wait times) anonymised	N/A	Students	Numbers of referrals, wait time, impact of work on functioning retention etc	Internal only	Public Task		Anonymised
Student and Academic Services, Academic Support Office	Student Appeals Database/Student Deferral/Database/Student Disciplinary Cases/Student Academic Offences Panels/Complaint Cases	N/A	Staff/Students/ Third Parties	Students' name and ID, faculty, programme, email, phone number, address, ethnicity details of protected characteristics, email address, details of criminality/ complaint as offender or victim or witness, advocates and representatives address, email, mobile phone number	internal and 3rd party (shared with consent) If students unhappy with outcome of appeal can contact the ombudsman (OIA) to investigate on their behalf	Public Task	For students 9 (2) (a) explicit consent	Consent Can be other conditions on occasion
Student and Academic Services, Academic Support Office	Examination deferrals - students requesting deferral of exams which requires them to provide 3rd party evidence often a confidential nature	N/A	Staff/Students/Third Parties	Applications form and 3rd party evidence, name, phone number, Pnumber, address, details of protected characteristics, email address, details of criminality as offender or victim or witness	internal and 3rd party (shared with consent) If students unhappy with outcome of appeal can contact the ombudsman (OIA) to investigate on their	Public Task	For students 9 (2) (a) explicit consent	Consent or Substantial Public Interest(Prevention of Fraud) Can be other conditions on occasion
Student and Academic Services, Academic	Academic appeals - students appealing	N/A	Staff/Students/Third Parties	Name, Pnumber, address, phone number statement	If students unhappy with	Public Task	For students 9 (2) (a) explicit consent	Consent or Substantial Public
Student and Academic Services, Academic Support Office	Student Disciplinary - investigative reports from Security in relation to student conduct, as well as notes from any Disciplinary Panels that are held and outcome letters	N/A	Staff/Students/Third Parties	Name, Pnumber, address, phone number, email, ethnicity, details of criminal activity, details of victims name , Pnumber, details of witnesses, Pnumber, email addresses and postal addresses for all, mobile numbers for all, emails, phone numbers and addresses of students advocates and representatives	Internal and third party (shared with consent)	Public Task	For students 9 (2) (a) explicit consent	Consent, Substantial Public Interest (Protection of Children and Vulnerable People), Substantial Public Interest(Prevention of Fraud) Can be other conditions on occasion
Student and Academic Services, Academic Support Office	Academic Offences - database which contains details of any academic offences by students, files with details of academic offence panels notes and	N/A	Staff/Students/Third Parties	Students' name and ID, faculty, programme, email, phone number, address, details of criminality, addresses of students advocates and representatives	Internal and third party (shared with consent) if students unhappy with the outcome of appeal can	Public Task	For students 9 (2) (a) explicit consent	Consent or Substantial Public Interest(Prevention of Fraud) Can be other conditions on occasion
Student and Academic Services, Academic Support Office	Complaints - database with log of Stage 1,2 and 3 complaints	N/A	Staff/Students/Third Parties	Name, Pnumber, address, phone number, email, ethnicity, details of complaint, details of complainant/ victims name , Pnumber, details of witnesses, Pnumber, email addresses and postal addresses for all, mobile numbers for all, emails, phone numbers and addresses of students advocates and representatives	Internal and third party (shared with consent) if students unhappy with the outcome of appeal can contact the ombudsman (OIA) to investigate on behalf	Public Task	For students 9 (2) (a) explicit consent	
Student and Academic Services, Business & Law Placement Team	2nd year searchers CVs and cover letters - to contact the student for relevant feedback as well as opportunities where either we forward their CV on to an employer with their consent via email	N/A	Students	Contact details, Pnumber, course details, employment details, location details	Employers/placement providers will receive these documents to enable them to recruit for their placement positions	Public Task (CV review) Consent (contacting employers)		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Student and Academic Services, Business & Law Placement Team	Annual reporting placed details, to record student details of placement to support with allocation of placement tutors, monitor number of students placed for departmental targets to conduct risk assessment	N/A	Students	Contact details, Pnumber, course details, employment details. Location details	Internal only	Public Task		
Student and Academic Services, Business & Law Placement Team	Placed students - to check contractual agreements for students to keep on records in the case of exceptional circumstances arising on placement.	N/A	Students	Contact details, Pnumber, employment details. Location details	Internal only	Public Task		
Student and Academic Services, Business & Law Placement Team	Placed students, student letters - to provide employers/placement providers confirmation that the	N/A	Students	Contact details, Pnumber, employment details, location details	Employers/placement providers will receive this document to enable them to	Public Task		
Student and Academic Services, Business & Law Placement Team	BAME workstream - for research reporting purposes on BAME students and the attainment gap in placements	N/A	Students	Ethnicity, course details, grades	Internal only	Legal Obligation	Substantial Public Interest (Equality of opportunity monitoring)	
Student and Academic Services, Careers and Employability	Destination of leavers from HE (DLHE) - annual statutory survey on graduates destinations	N/A	Students	Name, address, phone numbers, email, faculty, course, next of Kin	Office for Students, Alumni, Data Subject	Legal Obligation		
Student and Academic Services, Centrally	Students at risk - it may prevent serious harm from occurring to the data subject including possible loss of	N/A	Students	Details of issues occurring and any identified risks	Maybe shared with police, or health agencies when it is necessary to either protect	Public Task	vital Interests	Substantial Public Interest (Protection of Children and Vulnerable People) Can be other conditions on occasion
Student and Academic Services, Centrally	Safeguarding - to contribute to societal approaches around safeguarding as defined in the Care Act 2014	N/A	Students	Details of risk to individual students from third parties, or to children from third parties, or demonstrating failure to thrive	Police, Social Services	Public Task	Substantial public interest Protecting the Public)	
Student and Academic Services, Department of Academic Quality	Appointment of External Subject Advisors (ESA)	N/A	External Academics/industry professionals	Contact details, CVs, nomination forms, eligibility to work in the UK, expenses claim forms (which may include special category data)	Internal only	Public Task	For external advisors 9 (2) (a) explicit consent	
student and Academic Services, Department of Academic Quality	Managing the relationship with external examiners, which is a mandatory function - the appointment of external examiners and ongoing correspondence related to the role	N/A	Students	Contact details, and details of experience working in/with HE	Internal only	Public Task		
Student and Academic Services, Department of Academic Quality	Correspondence with panel members for Periodic Review events - information is sent to the panel member ahead of the event and a report is sent for approval afterwards	N/A	Students	Contact details, and details of experience working in/with HE	Data Subjects, Internal	Public Task		
Student and Academic Services, Department of Academic Quality	Correspondence with panel members for collaborative review events - information is sent to the panel member ahead of the event and a report is sent for approval afterwards along with any other follow up needed	N/A	Students	Contact details and details of experience working in/with HE	Internal only	Public Task		
student and Academic Services, Department of Academic Quality	Record of approval of panel members for Devolved Validation events - information is sent to the panel member ahead of the event and a report is sent for approval afterwards	N/A	Students	Contact details and details of experience working in/with HE	Internal only	Public Task		
student and Academic Services, Department of Academic Quality	Managing the SRC scheme - information is used to manage the selection and appointment of SRCs	N/A	Students	Contact details, Pnumber, course details	Internal only	Public Task		
Student and Academic Services, Department of Academic Quality	Application processing - data is provided by the applicant and is used to assess their suitability to undertake their chosen course	N/A	Students	Name, title, DOB, contact details, sex, ethnicity, nationality, disability, criminal convictions, fee and immigration status, passport academic background including pending and achieved qualifications, work history, course of interest, DBS, occupational health	If an application has been referred to us by a third party of one of our DMU offices the application outcomes will be shared with the third party	Public Task	For students 9 (2) (a) explicit consent	Substantial Public Interest (Protection of Children and Vulnerable People) Can be other conditions on occasion
Student and Academic Services, Department of Academic Quality	Appointment of External Examiners and managing the external examining process	N/A	External Academics	Contact details, CVs, nomination forms, eligibility to work in the UK, expenses claim forms (which may include special category data)	Internal and external only	Public Task	9 (2) (b) employment purposes	
Student and Academic Services, Department of Academic Quality	Convening the Periodic Review Panel or devolved Validation Panel - DMU staff, DU students DSU Executives	N/A	DMU staff, DMU students, DSU Executives	Name, email address/contact details	Internal and external only	Public Task		
Student and Academic Services, Department of Academic Quality	Convening the Periodic Review Panel or devolved Validation Panel - External Stakeholders e.g., External academics, industry specialists, professional body representatives	N/A	Students	Contact details, CVs, Nominational forms, Eligibility to work in the UK	Internal and external only	Public Task		
Student and Academic Services, Department of Academic Quality	Convening and running Periodic Review Student Focus Groups with DMU students (or equivalent) - anonymised notes sent to the periodic review panel	N/A	Students	Name, subject area, DMU email address	Internal only	Public Task		
Student and Academic Services, Department of Academic Quality	Partner approval, programme approval and collaborative review - convening panel and ongoing correspondence including supporting documentation and reports	N/A	DMU staff, DMU students, DSU Executives, External stakeholders (including partner staff and partner students)	Name, contact details, nomination form (where applicable), CV (where applicable), passport details (where applicable), Health and Safety info(where applicable, e.g. medical disability info)	Internal and external only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Student and Academic Services, Department of Academic Quality	Faculty initiated student queries e.g., regarding implementation of the academic regulations. To give advice and guidance and appropriate course of action	N/A	Students	Name, Pnumber, academic profile, programme, circumstances	Internal only	Public Task		
Student and Academic Services, Department of Academic Quality	Committee membership - operationalising of Academic Board related committees	N/A	DMU staff, DSU Executives, DMU students reps	Name, title, Programme Leader, PVC Academic, DSU Executive, email address, protected characteristic if disclosed e.g., format of documentation	Internal only	Public Task		
Student and Academic Services, Disability Assessment Service	Disability Students Allowance (DSA) Applications - to enable a student to access government funding for support	N/A	Students	All personal information is held in a secure area of CRM, restricted to authorised users	Internal only	Legal Obligation	For students 9 (2) (a) explicit consent	
Student and Academic Services, Disability Assessment Service	Educational psychologists assessment - to enable an identification of a specific learning difficulty	N/A	Students	All personal information is held in a secure area of CRM, restricted to authorised users	Internal only	Consent	For students 9 (2) (a) explicit consent	
Student and Academic Services, Disability Assessment Service	Autism Spectrum Disorder (ASD) assessments - to enable and identification to be made	N/A	Students	All personal information is held in a secure area of CRM, restricted to authorised users	Internal only	Consent		
Student and Academic Services, Disability Assessment Service	External support - to enable a student to receive support either through Disability Students Allowance or DMU	N/A	Students	All personal information is held in a secure area of CRM, restricted to authorised users	Internal only	Consent	For students 9 (2) (a) explicit consent	

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Student and Academic Services, Disability Assessment Service	Irlen assessments - to enable an identification of Irlens Syndrome	N/A	Students	All personal information is held in a secure area of CRM, restricted to authorised users	Internal only	Consent	For students 9 (2) (a) explicit consent	
Student and Academic Services, Disability Assessment Service	Reclaim of Disability Students Allowance (DSA) and Further Education (FE) funding from	N/A	Students	All personal information is held in a secure area of CRM, restricted to authorised users	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Student and Academic Services, Disability Assessment Service	Academic information re: disabled students to enable disabled students to access reasonable adjustments in all areas of the University	N/A	Students	Learning and teaching adjustments as held on CRM	Internal only	Legal Obligation	For students 9 (2) (a) explicit consent	
Student and Academic Services, Disability Assessment Service	Library support for disabled students, to enable disabled students to access reasonable adjustments in the library	N/A	Students	Learning and teaching adjustments as held on CRM	Internal only	Legal Obligation	For students 9 (2) (a) explicit consent	
Student and Academic Services, Disability Assessment Service	Delta support for disabled students to enable disabled students to have access to support via security	N/A	Students	Personal and medical information	Internal only	Legal Obligation	For students 9 (2) (a) explicit consent	
Student and Academic Services, Exams Team, Academic Services	Download of student data - to organise exam schedule	N/A	Students	Name, Pnumber, module code	Internal only	Public Task		
Student and Academic Services, Exams Team, Academic Services	Download student data to print nominal roll for exam venue for invigilator to use	N/A	Students	Name, Pnumber, module code	Internal only	Public Task		
Student and Academic Services, Exams Team, Academic Services	Customer Relationship Management (CRM) report of individual student	N/A	Students	Name, Pnumber, module code	Internal only	Public Task		
Student and Academic Services, Exams Team, Academic Services	Spreadsheet created from data retrieve from Customer Relationship Management (CRM) report to arrange	N/A	Students	Name, Pnumber, module code, student disability, disability assessment outcome, exam venue and date, IEA details arranged	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Student and Academic Services, Exams Team, Academic Services	Student lists received from Facilities with Individual Exam Arrangements (IEA) details to cross reference CRM data to ensure complete data of exam requirements and student details	N/A	Students	Name, Pnumber, faculty, module code, student disability, disability assessment outcome	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Student and Academic Services, Graduation Team, Academic Services	Download of student data of potential eligible graduands - to create list of eligible students to invite to graduation	N/A	Students	Name, Pnumber, course, faculty, level of award	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Upload student data into Graduation Ceremony Web Booking systems -	N/A	Students	Name, Pnumber, course, faculty, level of award	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Students book attendance on Graduation Ceremony Web Booking and add new contact details if relevant - students must confirm if they are	N/A	Students	Name, Pnumber, course, faculty, level of award	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Process credit card payment for graduation guest tickets	N/A	Students	Credit card details, name of card holder, name of graduand	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Student and guest data downloaded from Graduation Ceremony Web	N/A	Students	Name, address of graduand	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Spreadsheet created from Graduation Ceremony Web Booking data to create record of who is attending, number of	N/A	Students	Name, Pnumber, course, faculty, level of award, how many guests, if paid, if disability	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Student and Academic Services, Graduation Team, Academic Services	Receipt of pass list from faculty confirming pass details per student to ensure any students not eligible are	N/A	Students	Name, Pnumber, course, faculty, title and level of award	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Receipt of pass and course list by faculty to prepare graduation	N/A	Students	Name, faculty, School, course title, award	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Receipt of final conferment's list from faculty	N/A	Students	Name, faculty, school, course title, award	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Receipt of pass and course list by faculty to print degree certificates	N/A	Students	Name, faculty, school, course title, award	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Receipt of final conferment's list from faculty	N/A	Students	Name, faculty, school, course title, award	Internal only	Public Task		
Student and Academic Services, Graduation Team, Academic Services	Printed front sheet attached to exam paper for purpose of invigilator to use to ensure He/she is aware of special in place,	N/A	Students	Name, Pnumber, module code, reasonable adjustment in place, exam title, exam venue	Internal only	Public Task	For students 9 (2) (a) explicit consent	
Student and Academic Services, Immigration Compliance	Visa refusal and course non-completion monitoring, to monitor	N/A	Applicants and Students	Tier 4 Student ID, nationality, education agent used, course of study, visa refusal or course non-completion	Internal only	Legal Obligation		
Student and Academic Services, International Student Support Welfare	Airport coach pick up service - pre-arrival students wanting to use the	N/A	Students	Students' name and ID, date of birth, gender, nationality, email address, flight number and arrival	On occasion we may need to cross reference student	Legitimate Interest		
Student and Academic Services, International Student Support Welfare	International Welcome Week bookings - students book places on	N/A	Students	Students' name and ID, DOB, email address, nationality, arrival date and course	N/A	Legitimate Interest		
Student and Academic Services, International Student Support Welfare	i-Buddies befriending scheme - scheme invites existing students to be volunteers and new students to or to be matched with a volunteer befriender	N/A	Students	Students' name and ID, contact details, DOB, nationality, course, hobbies and interests. Ethnicity statistics are also required for ULTC monitoring of Mentoring activity at DMU	N/A	Consent	For students 9 (2) (a) explicit consent	
Student and Academic Services, Internships Team	Logging of applicant details to a spreadsheet which is used to manage the Graduate Champions Scheme - matching of graduates to Graduate Champion internships	N/A	Students	Names, contact details, address, email, telephone number, course details, degree result	Internal only	Legal Obligation		
Student and Academic Services, Internships Team	Copying and filing of proof of identity documents - to ensure legal requirements are met in terms of	N/A	Students	Copies of passports, visas, student cards, NI cards	Internal only	Legal Obligation		
Student and Academic Services, Mental Health	Mental Health Interpreter Training assessment form (MHIT) - of a students mental health needs in relation to academic studies	N/A	Students	General identifying information including, Pnumber, DOB, address, phone number, course. Historical information and current presenting mental health difficulties	Internal Only	Consent	For students 9 (2) (a) explicit consent	
Student and Academic Services, Mental Health	Mental health interpreter training (MHIT) notes - record of appointments, some historical information and updates. Also student risk	N/A	Students	MH related information for the individual. Updates on progress or any risk factors	Internal Only	Consent	For students 9 (2) (a) explicit consent	
Student and Academic Services, Mental Health	Ongoing statistics - students who have disclosed mental health - anonymous data	N/A	Students	Anonymised number of mental health students and how many are accessing Disability Students Allowance	Internal only	Public Task	Anonymised	
Student and Academic Services, Registration	ONLINE REGISTRATION: Completion of the online registration form is required as part of the process through which an applicant becomes an official student at the University. Following completion of the Online Registration Form students' records are finalised by the relevant registration Team. Once	n/a	Applicants and Students	Name, DoB, Contact Details (permanent and term-time), Ethnicity, Nationality, Disability, Criminal Conviction (please see separate line), Electoral Registration information, ID verification (see separate line), photo upload, HESA questions in regards to religion, gender identity and sexual orientation), Additional Quals. Care Leaver, Parental Occupation, Parental HE experience, National Insurance Number	Internal and Third Party (under Public/Legal Task)	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Student and Academic Services, Registration	ONLINE RE-REGISTRATION - Completion of the online re-registration form is required as part of the process through which a current students confirms they will be returning/continuing to the next academic year of their programme. Once the student has re-registered	n/a	Students	Name, DoB, Contact Details (permanent and term-time), Ethnicity, Nationality, Disability, Electoral Registration information, photo upload, HESA questions in regards to religion, gender identity and sexual orientation), Additional Quals. Care Leaver, Parental Occupation, Parental HE experience, National Insurance Number	Internal and Third Party (under Public/Legal Task)	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Student and Academic Services, Registration	ONLINE ID VERIFICATION DATA COLLECTION: Due to being unable to verify applicant/student ID in person	n/a	Applicants and Students	Passport data will include: Name, DoB, Nationality, Gender, Photo	Internal Only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Student and Academic Services, Registration	CRIMINAL CONVICTION DATA: As part of the University's responsibility for Safeguarding, within our Admissions Policy and Student Regulations we	n/a	Applicants	Relevant Criminal Conviction Information	Internal Only	Public Task		Substantial Public Interest (Protection of Children and Vulnerable People)
Student and Academic Services, Registration	ID CARD DISTRIBUTION - using term-time address data to post out student ID cards	n/a	Applicants and Students	Name, address (plus the ID card itself which will be posted and has a Name, photo and other non-personal data)	The student	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Student and Academic Services, Registration	CONFIRMATION OF REGISTRATION (Two-step Process): Due to restrictions on large scale events as a result of COVID-19, we will not be able to see	n/a	Applicants	Name, DoB, Contact Details, programme details. Confirmation they want to start at DMU.	Internal Only	Public Task		
Student and Academic Services, Registration	Password Resets for student accounts as part of our role to Triage applicant/student queries when	n/a	Applicants/Students	Name, DoB, External Email address	Applicants/Students	Public Task		
Student and Academic Services, Registration	Query resolution for students unable to complete online registration and associated queries	n/a	Applicants/Students	Name, DoB, Contact Details, P number	Internal Only	Public Task		
Student and Academic Services, Timetable Office	Provision of timetables for staff	N/A	Students	Name, DMU login ID, DMU department	Internal only	Public Task		
Student and Academic Services, Timetable Office	Academic staff workload management - data is held in the Syllabus Plus timetable database to be fed through to Staff Workload Planning Software. Activity is not managed by the Timetable Office	N/A	Students	Name, DMU login ID, DMU department, job category, FTE, hours worked, DMU staff number, job title	Internal only	Contract		

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Criminal data
Student and Academic Services, Timetable Office	Provision of timetables for students	N/A	Students	Name, DMU student ID number, programme of Study Modules chosen	Internal only	Public Task		
Student Union, Students Voice	Record keeping- supporting other information to ensure compliance with 1994 education action that all students can be a member of.	N/A	Students	Pnumber, information about courses, ethnicity, nationality, home address, term time address, post code, faculty, school, gender, phone number, enrolled status, type of student, fee status	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
Student Union, Students Voice	Supporting the course rep system/Student Representative Councils - record keeping of course representatives - identifying areas of	N/A	Students	Course , ethnicity, year of study, enrolled status, faculty, school, gender, phone number, enrolled status	Internal only	Legitimate Interest	Substantial Public Interest (Equality of opportunity monitoring)	
Student Union, Students Voice	Supporting societies/sports teams - record keeping membership of student groups identifying areas of high and low areas of engagement. Demographic reporting, communications	N/A	Students	Unique student identified Pnumber, information about courses, ethnicity, nationality, faculty , school, gender, phone number, type of student, fee status	Internal only	Legitimate Interest	Substantial Public Interest (Equality of opportunity monitoring)	
Student Union, Students Voice	Supporting volunteers- record keeping membership of student groups identifying areas of high and low areas of engagement. Demographic	N/A	Students	Unique student identified Pnumber, information about courses, ethnicity, nationality, faculty , school, gender, phone number, type of student, fee status	Internal only	Legitimate Interest	Substantial Public Interest (Equality of opportunity monitoring)	
Student Union, Students Voice	Engaging students with elections and other democratic events - record keeping - members of student groups, identifying areas of high and low areas of engagement. Demographic	N/A	Students	Unique student identified Pnumber, information about courses, ethnicity, nationality, faculty , school, gender, phone number, type of student, fee status	Internal only	Public Task	Substantial Public Interest (Equality of opportunity monitoring)	
UniTemps	Payroll for temporary members of staff	N/A	Staff/Students	Unique student identified Pnumber, information about courses, ethnicity, nationality, faculty , school, gender, phone number, type of student, fee status	Internal only	Public Task	9 (2) (b) employment purposes	
UniTemps	Setting new temporary staff on the DMU payroll	N/A	Staff/Students	Name, employee number, hourly rate of pay, amount to be paid	Internal only	Public Task		