



Nottingham Trent
University

Record of Processing Activity (RoPA)

1. Introduction

<i>Data Controller</i>	<i>Nottingham Trent University, 50 Shakespeare Street, Nottingham, NG1 4FO</i>
<i>ICO Registration</i>	<i>Z7109967</i>
<i>Data Protection Officer</i>	<i>Tracy Landon – DPO@ntu.ac.uk</i>

Nottingham Trent University (NTU) processes personal data to enable us to provide our services, education and support to our students, graduates, staff and third parties and to enable us to undertake research and provide commercial services. We also process personal data through visual images by the use of CCTV systems and body worn devices for the prevention and detection of crime. This data may also be used to support the investigation of disciplinary proceedings (staff and student).

2. RoPA

2.1 Categories of data subjects

NTU process personal data about:

- Students, including prospective and exchange students;
- Unsuccessful applications (students)
- Former students (withdrawn);
- Alumni;
- Participants of apprenticeships;
- Staff;
- Workers and Contractors;
- Former Staff;
- Unsuccessful applicants (staff);
- Donors and friends of the University;
- External third parties;
- Visitors;
- Volunteers;
- Landlords and tenants;
- Work experience students / Children under 18;
- Individuals captured by CCTV images;
- Parents, guardians, or carers of students;
- Business / Industry contacts;
- Suppliers (e.g goods and services);
- Enquirers or Complainants;
- External Examiners; and
- Governors and former Governors.

2.2 Categories of personal data and special category data

The types of personal data NTU may process are as follows:

- Biographical and family details;
- Contact details;
- Country of Residence;
- Next of Kin and emergency contact information;
- Lifestyle and social circumstances;
- Photographs;
- Financial information;
- Employment record information;

- Student record, attendance and academic information;
- Qualifications and professional membership information;
- Survey / feedback information;
- Health and disability information;
- Criminal conviction information (alleged offences and offences);
- Misconduct, disciplinary and grievance information;
- Records of consent;
- Equality information;
- Vetting and barring checks;
- Contract information – including external third parties;
- Religious and philosophical beliefs;
- Political opinion;
- Trade union membership;
- Sex life and sexual orientation;
- Biometric data (where used to for the purposes of identifying a person)
- Genetic data;
- Information captured by CCTV.

2.3 Purpose for processing

NTU processes personal data for the purposes of:

- Providing education and associated support to students;
- Administrative purposes (staff and students);
- Data security and integrity purposes;
- Safeguarding the health and safety of staff, students and third parties;
- University research management;
- Marketing and promoting our events to the NTU community;
- Financial and procurement purposes;
- Marketing;
- Management and promotion of events;
- Fundraising and donor management;
- Engaging with our Alumni;
- Prevent and detection of crime;
- Managing our contracts/contractors and relationships with third parties;
- Student Union administration;
- For regulatory and legal purposes to comply with statutory returns and legal obligations.

2.4 Recipients of personal data (who we might share personal data with)

On occasion NTU needs to share personal data with third parties where it is required by law or because it is otherwise necessary to achieve a specified purpose. Wherever NTU shares personal data with third parties we will comply with the UK GDPR and DPA when doing so.

The categories of recipients for personal data are:

- Professional, regulatory and awarding bodies;
- Auditors;
- Regulatory bodies, including the Office for Students (OfS);
- Student Loan Company (SLC);
- Universities and Colleges Admissions Services (UCAS);
- Government bodies, including UKVI, ESFA, Ofsted, DSA, HMRC.
- Local government/councils;
- Third party statistical agencies, including Higher Education Statistics Agency (HESA);
- Accommodation providers;
- Student Support providers;

- Research Councils;
- International Agents;
- Third-party suppliers or service providers;
- Work experience and placement providers;
- Debt collection agencies and payment service providers;
- Legal representatives;
- Police and law enforcement agencies;
- Trade unions or staff associations;
- The Students' Union;
- Current, past or prospective employers;
- Benefit suppliers (staff benefits);
- Parent, guardians, and carers.

2.5 Transfers to a third country

NTU has relationships with institutions and agencies who may be situated outside the UK to support and facilitate learning, research.

Where NTU transfers personal data outside the UK, we ensure appropriate contracts or other safeguards are in place.

2.6 Retention of personal data

NTU holds personal data and special category data in line with its Record Retention Schedule. The Schedule documents the minimum length of time NTU records should be retained to comply with regulatory and operational requirements. A copy of the Schedule can be found on our [website](#).

Last updated: 28 February 2022