

Title	University of St Andrews, legal basis for processing personal data
Author	Head of Information Assurance and Governance
Approved by	Chief Legal Officer
Approval date(s)	03 January 2018
Review date	01 December 2018
Version	v1.1
Document type	
Activity/Task	Data Protection
Keywords	GDPR, DPA 2018
Document location	
Confidentiality	Public

Version Control Table

Version Number	Purpose / Changes	Author	Date
1.0	Approved document	C Milne, Head of Information Assurance and Governance	03 January 2018
1.1	Minor updates: award ceremonies updated	C Milne, Head of Information Assurance and Governance	12-Feb-18

STUDENT ADMINISTRATION	Student Recruitment	The activities involved in recruiting students to the institution.	Activities include: designing and conducting student recruitment campaigns; designing and organising student recruitment events (e.g. open days and recruitment fairs); designing and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention data.		Consent required (pre application stage) e.g. visiting day marketing and administration. Contract after an application has been made.	Article 6, Consent 1(a) (for individuals pre-application) Article 6, Contract 1(b), on receipt of application.
STUDENT ADMINISTRATION	Student Admission	The activities involved in admitting students to the institution (first degrees).	Activities include: determining and applying admissions criteria; handling applications for admission; administering the clearing process; monitoring overall student numbers.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1966, sections 3 and 6, as read with paragraphs 3 and 8 of Part II of Schedule 2 of the same. The associated University resolutions being: 1969, No.1.	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT ADMINISTRATION	Student Registration	The activities involved in registering students in academic programmes.	Activities include: advising students on selection of programmes and modules; confirming payment of fees, including validating evidence of awards which include payment of fees; providing information and advice on funding opportunities for students; issuing student (identification) cards.	<i>Superintend - management or arrangement of an activity</i>	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT ADMINISTRATION	Student Induction	The activities involved in designing and organising <i>induction programmes</i> for new students.	Activities include: developing student induction programmes (e.g. Fresher's Week); organising programmed events; recruiting and organising staff and students to lead and support programmed events.	<i>Induction programmes</i> includes: general orientation programmes for new undergraduate students (e.g. Fresher's Week); general introduction programmes for new postgraduate students; customised programmes for specific groups of students (e.g. international students); academic briefings on specialist departments.	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT ADMINISTRATION	Student Records Administration (while admitted)	The activities involved in 1) compiling and maintaining complete and accurate records of the progress, attainment and conduct of students throughout their relationship with the institution 2) making students' records, and aggregated student data and analyses available to departments to support other institutional activities.	Activities include: setting up student records for new students; collecting data and updating student records in accordance with institutional rules and regulations (e.g. data on criminal convictions); conducting standard analyses of data on students; conducting ad hoc analyses of data to meet specific requirements; distributing student records, and aggregated data and analyses, to departments in accordance with institutional rules and regulations and in compliance with legal restrictions on the collection, handling and use of personal data; producing transcripts for current students; confirming awards and providing general references for students; conducting First Destination Surveys.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT ADMINISTRATION	Student Records Administration (following graduation or termination of studies)	Maintenance of the "core" student record: to evidence academic achievement and aid corporate memory			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1966, section 10(1) "General Council Register" when read with University Ordinance No.96, which requires that a list of graduates and the academic degree(s) conferred are maintained.	Article 6, Contract 1(b) and/or Article 6, Legal obligation, as appropriate.
STUDENT ADMINISTRATION	Student Progress Administration	The activities involved in tracking the academic progress of students, administering changes to programmes of study and ensuring that correct procedures are followed.	Activities include: identifying and monitoring unsatisfactory academic performance and progress; administering transfers to new programmes and changes of modules within programmes; verifying that students have satisfied institutional regulations for awards; administering withdrawals from the institution; administering terminations of programmes.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT ADMINISTRATION	Student Disciplinary Case Handling	The activities involved in conducting disciplinary proceedings against students for alleged/proven breaches of the institution's academic regulations or for misconduct.	Activities include: investigating allegations against students; informing students of disciplinary decisions and imposing penalties; considering appeals by students against disciplinary decisions or penalties imposed.		Understanding whether a student has breached University rules and regulations is consistent with their contract with the institution. The relevant (enacting) legislation for the performance of a task/exercise of official authority being the official authority is drawn from the Universities (Scotland) Act 1966, Section 3, as read with Schedule 2, Part II of the same; the associated University resolution being 2005, No.2.	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller(1(e)), as appropriate.
STUDENT ADMINISTRATION	Student Academic Appeal Handling	The activities involved in handling appeals by students against academic decisions.	Activities include: reviewing students' original marks; considering mitigating circumstances; informing students of decisions on appeals.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller(1(e)), as appropriate.
ACADEMIC PROGRAMME ADMINISTRATION	Academic Programme Co-ordination	The activities involved in co-ordinating the delivery of academic programmes.	Activities include: timetabling teaching; compiling class and tutorial lists; scheduling the submission, marking and return of assessed work, and monitoring compliance with these schedules; monitoring students' attendance; organising required work placements; issuing attendance certificates for postgraduate research students.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University and to promote research."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.

ACADEMIC AWARD ADMINISTRATION	Academic Award Conferment- Undergraduate, Taught Post Graduate and Research Post Graduate awards	The activities involved in administering the conferment of the institution's academic awards, including the recording an public broadcasting of ceremonies and maintaining a record of those awards within the University archive.	For awards to students, activities include: issuing lists and individual notifications of awards; organising the production of awards certificates; issuing awards certificates to students who do not attend awards ceremonies; handling requests for subsequent confirmation of awards from former students or from others in respect of former students.		The functions being all those which relate to the University making the award of undergraduate degrees, postgraduate degrees, postgraduate certificates, postgraduate diplomas, Doctor of Languages, Doctor of Philosophy, Master of Philosophy, Master of Research, Master of Science, Degree of Masters of Letters, Doctor of Sciences etc.; the relevant (enacting) legislation being The Universities (Scotland) Act 1966, Section 3. The associated University resolutions being: 1970, No.10; 1974, No.3; 1994, No.1; 2000, No. 4; 2001, No. 3; 2003, No. 1; 2003, No. 2; 2008, No. 3; 2008, No. 4; 2011, No.1; 2011, No.2; 2012, No.1; 2013, No.2; 2014, No.1; 2015, No.1; 2016, No.1; and 2016, No.3.	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)) i.e. award conferment, maintaining a record of graduation as part of the General Council Register Article 6, 1(c) Legal obligation and Article 6 Consent 1(a) for publication of award details in media and related outlets, as appropriate.
ACADEMIC AWARD ADMINISTRATION	Academic Award Conferment - Honorary degrees	The activities involved in administering the conferment of the institution's academic awards, including the recording an public broadcasting of ceremonies and maintaining a record of those awards within the University archive.	For honorary awards, activities include: inviting and receiving nominations for honorary awards; considering nominations for honorary awards and preparing recommendations for submission to the appropriate committee; issuing offers of awards and handling responses.		The functions being all those which relate to the University making the award of honorary degrees, undergraduate degrees, postgraduate degrees, postgraduate certificates, postgraduate diplomas, Doctor of Languages, Doctor of Philosophy, Master of Philosophy, Master of Research, Master of Science, Degree of Masters of Letters, Doctor of Sciences etc.; the relevant (enacting) legislation being The Universities (Scotland) Act 1966, Section 3. The associated University resolutions being: 1970, No.10; 1974, No.3; 1994, No.1; 2000, No. 4; 2001, No. 3; 2003, No. 1; 2003, No. 2; 2008, No. 3; 2008, No. 4; 2011, No.1; 2011, No.2; 2012, No.1; 2013, No.2; 2014, No.1; 2015, No.1; 2016, No.1; and 2016, No.3.	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)) i.e. award conferment, maintaining a record of graduation as part of the General Council Register Article 6, 1(c) Legal obligation and Article 6 Consent 1(a) for publication of award details in media and related outlets, as appropriate.
STUDENT ASSESSMENT ADMINISTRATION	External Examiner Administration	The activities involved in recruiting, appointing and supporting external examiners.	Activities include: recruiting and appointing external examiners; liaising with external examiners on administrative matters (e.g. accommodation, expenses).		Appointment of examiners and external examiners is provided for in the powers of Senate. The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1966, sections 3 The associated University resolutions being: 1985, No.1 and 1991, No.2.	Article 6, Contract 1(b) (where payment for services is managed etc.) and Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT ASSESSMENT ADMINISTRATION	Assessment Administration	The activities involved in administering assessments.	Activities include: appointing and training examination invigilators; controlling examination materials; timetabling examinations; organising examination facilities (including arrangements for students with disabilities); monitoring attendance at examinations and reporting mitigating circumstances and absences to academic departments; administering the marking of examination scripts; collating examination results; issuing pass lists and individual notifications of examination results; monitoring submission of assessed coursework and reporting problems to academic departments; administering the submission and examination of postgraduate theses.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University and to promote research."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT ASSESSMENT ADMINISTRATION	Examination Board Administration	The activities involved in administering the work of Boards of Examiners (or equivalent).	Activities include: arranging Board meetings; preparing papers for Board meetings; recording decisions of Board meetings; taking/co-ordinating action to be carried out as a result of Board decisions.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1966, sections 3 The associated University resolutions being: 1985, No.1 and 1991, No.2.	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
TUITION FEES ADMINISTRATION	Tuition Fee Assessment	The activities involved in deterring the fee classification of certain students.			The Education (Fees) (Scotland) Regulations 2011	Article 6, Legal obligation 1(c).
TUITION FEES ADMINISTRATION	Tuition Fee Remission	The activities involved in processing applications for remission of tuition fees.				Article 6, Contract 1(b).
TUITION FEES ADMINISTRATION	Tuition Fee Collection	The activities involved in collecting tuition fees.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1966, Schedule 2, paragraph 8 i.e. "To regulate the amount, manner of payment, and appropriation of fees and other payments made by students."	Article 6, Contract 1(b) (where payment for services is managed etc.) and Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT FINANCIAL SUPPORT ADMINISTRATION	Financial Aid Funds Administration	The activities involved in administering the allocation of financial aid funds available to the institution's students.	Activities include: providing advice to students about financial aid funds and assisting them to apply for funds; handling applications for financial aid funds.			Article 6, Contract 1(b).
STUDENT FINANCIAL SUPPORT ADMINISTRATION	Crisis/Hardship Funds Administration	The activities involved in administering the allocation of crisis/hardship funds available to the institution's students.	Activities include: providing advice to students about crisis/hardship funds and assisting them to apply for funds; handling applications for financial aid funds.			Article 6, Contract 1(b).
STUDENT FINANCIAL SUPPORT ADMINISTRATION	Bursaries Administration	The activities involved in administering the award of bursaries available to the institution's students.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889, s.6, paragraph 1 i.e. "To administer and manage the whole revenue and property of the University, and the college or colleges thereof existing at the passing of this Act. (...) 1, and also including funds mortified for bursaries and other purposes."	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
STUDENT FINANCIAL SUPPORT ADMINISTRATION	Scholarships and Fellowships Administration	The activities involved in administering the award of scholarships and fellowships available to the institution's students.				Article 6, Contract 1(b).
STUDENT FINANCIAL SUPPORT ADMINISTRATION	Prizes Administration	The activities involved in administering the award of prizes available to the institution's students.	Activities include: inviting nominations for prizes; considering nominations received and awarding prizes; notifying the recipients of prizes; presentation of prizes.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University and to promote research."	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.

STUDENT FINANCIAL SUPPORT ADMINISTRATION	Prizes Administration	The Miller Prize	Awarded to the most distinguished student in the Faculties of Arts and Science who has taken his or her degree during the year.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889, s.21, when read with the University of St Andrews Act 1959, the associated University resolution being NO.485 (ST ANDREWS NO.83).	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller (1(e)), as appropriate.
---	-----------------------	------------------	---	--	--	--