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FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESSING (ARTICLE 6 OR ARTICLE 9)
PUBLIC RELATIONS MANAGEMENT	Public Events Management	The activities involved in organising <i>public events</i> held by the institution.	Activities include: determining dates and times; planning programmes; arranging venues, catering, security, transport etc.; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.	<i>Public events</i> includes: ceremonies; celebrations and commemorations; tours; exhibitions; artistic performances; sporting events; lectures; church services; conferences. <i>Public events</i> excludes: academic awards ceremonies; honorary awards ceremonies.			Article 6, Contact 1 (b) and/or Article 6, Consent 1(a) as appropriate.
PUBLIC RELATIONS MANAGEMENT	Official Visits Management	The activities involved in hosting official visits to the institution.	Activities include: planning programmes/itineraries; arranging venues, catering, security, transport etc.; arranging publicity (e.g. official photography, media coverage); reviewing events; writing reports on events.			Consent for the person(s) accepting an invitation to come to the University to participate in an event, with contract governing the use of staff personal data to manage the associated event(s).	Article 6, Consent 1(a) and/or Article 6, Consent 1(b), as appropriate.
PUBLIC RELATIONS MANAGEMENT	Official Visits Management	The activities involved in arranging for University staff to attend/participate in externally hosted events	Activities include: planning programmes/itineraries; arranging venues, catering, security, transport etc.; arranging publicity (e.g. official photography, media coverage); reviewing events; writing reports on events.				Article 6, Contact 1(b).
PUBLIC RELATIONS MANAGEMENT	Sponsorship Management	The activities involved in officially sponsoring organisations, individuals or events.	Activities include: identifying sponsorship opportunities; negotiating sponsorship deals.			Only applicable where sponsor is an individual person i.e. not a corporate entity e.g. ACME Trading Co Ltd.	Article 6, Contact 1(b).
PUBLIC RELATIONS MANAGEMENT	Donations Management	The activities involved in making <i>donations</i> to other organisations or individuals.	Activities include: identifying potential recipients for donations; liaising with potential donors; formally transferring funds/goods or initiating other arrangements.	<i>Donations</i> includes: money; goods; services; staff time (e.g. for voluntary work).		Subject to guidance from the UK ICO on the ability to rely on legitimate interests for non-mandated [public] tasks. NB Consent for direct marketing activities	Article 6, Legitimate interests 1(f) and Article 6, Consent 1(a) as appropriate.
MEDIA RELATIONS MANAGEMENT	Media Communications Management	The activities involved in managing the institution's communications with and through the media.	Activities include: developing media contacts; arranging media accreditation; organising media briefings and press conferences; writing and issuing press releases; handling media enquiries; arranging media interviews and other contacts with institutional staff; arranging media coverage of events in, or involving, the institution; co-ordinating the institution's participation in media projects (e.g. programme making).			Where media work is voluntary and not connected to employment, consent will be required.	Article 6, Consent 1(a) and Article 6, Contract 1(b), as appropriate.
MEDIA RELATIONS MANAGEMENT	Media Monitoring	The activities involved in monitoring media coverage of the institution.	Activities include: compiling summaries of media coverage; analysing and preparing reports on media coverage.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University," (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University"	Performance of a task carried out in the public interest 1(e) and/or Article 6, Contract 1(b), as appropriate.

FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESSING (ARTICLE 6 OR ARTICLE 9)
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Communications Development	The activities involved in managing the institution's communications with organisations in the HE and FE sectors.	Activities include: making and handling general enquiries; producing newsletters, briefing papers and other publications intended for an HE sector audience; contributing to publications produced by others.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University." (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University"	Performance of a task carried out in the public interest 1(e) and/or Article 6, Contract 1(b), as appropriate.
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Consultations Management	The activities involved in 1) conducting formal consultations with/of organisations in the HE and FE sectors 2) responding to formal consultations conducted by HE/FE sector organisations.	Activities include: conducting internal consultation processes in order to 1) prepare consultation documents to be issued 2) prepare formal corporate responses to consultation documents received.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University." (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University."	Performance of a task carried out in the public interest 1(e) and/or Article 6, Contract 1(b), as appropriate.
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Reporting	The activities involved in 1) submitting statistical and other data and reports to HE/FE regulatory bodies 2) receiving data and reports from these bodies for institutional use.	Activities include: conducting internal data collection exercises (where these are not part of routine data collection).			HESA guidance supporting the fair collection notice sets out the legislative requirements for HEIs to report to government via funding councils. The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University." (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University."	Article 6, Legal obligation 1(c), or Performance of a task carried out in the public interest 1(e), as appropriate.
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Events Management	The activities involved in organising <i>events</i> specifically for the HE/FE sector.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.	<i>Events</i> includes: conferences; seminars; training events, undertaken as part of an employees duties of employment.			Article 6, Contract 1(b).
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Representation	The activities involved in representing the institution on HE/FE sector collaborative/representative bodies.	Activities include: establishing and maintaining membership of organisations; representing the institution on committees.			Membership/participation in committees etc. will be part of an individuals job role i.e. employment related task	Article 6, Contract 1(b).

FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESSING (ARTICLE 6 OR ARTICLE 9)
COMMUNITY RELATIONS MANAGEMENT		The function of managing the institution's relationship with its local community.			This function is intended to cover the institution's relationships with organisations and individuals in its local community (e.g. local authorities, community groups, local business groups, local charities, campaign groups).		Article 6, Performance of a task, 1(e)
COMMUNITY RELATIONS MANAGEMENT	Community Communications Management	The activities involved in managing the institution's communications with its local community.	Activities include: handling enquiries, suggestions and complaints from members of the local community; conducting community surveys and consultations.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University;" (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University."	Article 6, Performance of a task, 1(e).
COMMUNITY RELATIONS MANAGEMENT	Community Events Management	The activities involved in organising events (D1) specifically for the local community.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.	Events includes: ceremonies; celebrations and commemorations; tours; exhibitions; artistic performances; sporting events; lectures; church services; conferences.		For all activities concerning making an event available to an individual who has signalled that they wish to attend.	Article 6, Contact 1(b).
ALUMNI RELATIONS MANAGEMENT	Alumni Events Management	The activities involved in organising events for alumni.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.			For all activities concerning making an event available to an individual who has signalled that they wish to attend.	Article 6, Contact 1(b).
FUNDRAISING	Fundraising Campaign Management	The activities involved in undertaking fundraising campaigns.	Activities include: designing fundraising campaigns; establishing fundraising campaign management structures; developing and implementing fundraising projects; communicating with donors; reviewing the effectiveness of campaigns.			Subject to guidance from the UK ICO on the ability to rely on legitimate interests for non-mandated [public] tasks. NB Consent for direct marketing activities.	Article 6, Legitimate interests 1(f) and Article 6, Consent 1(a) as appropriate.
FUNDRAISING	Donations Management	The activities involved in receiving donations to the institution, and in managing the institution's formal relationships with donors.	Activities include: handling enquiries about donating; establishing mechanisms for donating; organising events for donors; communicating with donors.	Donations means cash, estate or other items (e.g. works of art, manuscripts) donated to the institution by living donors on an ad hoc or regular basis, or as bequests.		Subject to guidance from the UK ICO on the ability to rely on legitimate interests for non-mandated [public] tasks. NB Consent for direct marketing activities.	Article 6, Legitimate interests 1(f) and Article 6, Consent 1(a) as appropriate.
STUDENT RELATIONS MANAGEMENT	Student Communications Management	The activities involved in communicating formally with the student body.	Activities include: organising the election and/or appointment of student representatives to the institution's governing body and executive committees; establishing and operating staff-student liaison committees; operating student suggestion schemes; conducting general student surveys and consultations.			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.

FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESSING (ARTICLE 6 OR ARTICLE 9)
GOVERNMENT RELATIONS MANAGEMENT	Government Reporting	The activities involved in: 1) preparing and submitting statistical and other data and reports to government bodies 2) receiving and responding to data and reports from government bodies.	Activities include: conducting internal data collection exercises (where these are not part of routine data collection - see MANAGEMENT INFORMATION COLLECTION, ANALYSIS & REPORTING).			Section 22 of the Further and Higher Education (Scotland) Act 2005 requires HE providers in Scotland to provide the Scottish Further and Higher Education Funding Council with "such information as it may reasonably require for the purposes of or in connection with the exercise of any of its functions." Where the University Senate requires steps to be taken to provide for teaching and quality standards, then the powers provided to Senate via the Universities (Scotland) Act 1889 c.55, will provide the basis for the use of personal data to perform those tasks.	Article 6, Performance of a task carried out in the public interest, 1(e) and/or Article 6, Legal obligation 1(c), where there is a requirement to report on quality standards to funding bodies directly or via HESA, as appropriate. Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e).
GOVERNMENT RELATIONS MANAGEMENT	Government Inquiries/Investigations Management	The activities involved in participating in formal inquiries and investigations conducted by government bodies.	Activities include: liaising with bodies carrying out inquiries and investigations; providing evidence to assist inquiries and investigations (e.g. by making formal submissions, by providing records or by making staff available).				Article 6, Legal obligation 1(c) or Article 6 Performance of a task, 1(e), as appropriate.
PARLIAMENTARY RELATIONS MANAGEMENT	Parliamentary Inquiries & Investigations Management	The activities involved in participating in formal inquiries and investigations conducted by parliamentary bodies.	Activities include: liaising with parliamentary bodies carrying out inquiries and investigations; providing evidence to assist parliamentary inquiries and investigations (e.g. by making formal submissions, by providing records or by making staff available).				Article 6, Legal obligation 1(c) or Article 13 Performance of a task 1(e), as appropriate.
STUDENTS' UNION RELATIONS MANAGEMENT		The function of managing the institution's relationship with its students' union, to fulfil its responsibilities under the Education Act 1994 (1994 c. 30).				Education Act 1994.	Article 6, Legal obligation 1(c).
STUDENTS' UNION RELATIONS MANAGEMENT	Students' Union Operations	The activities involved in monitoring the operations of the institution's students' union.	Activities include: monitoring the conduct of the students' union's elections; monitoring the students' union's affiliations; monitoring and, where appropriate, investigating complaints against the students' union.			Education Act 1994.	Article 6, Legal obligation 1(c).
MARKETING	Market Research	The activities involved in carrying out market research.	Activities include: designing and developing market research tools; planning and conducting data collection; collecting, collating and analysing data.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University;" (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University."	Article 6, Performance of a task, 1(e).
MARKETING	Advertising Management	The activities involved in advertising the institution's programmes, facilities and services.	Activities include: designing advertisements; placing advertisement; monitoring the impact of advertisements.			For processing of images/testimonials from students and staff	Article 6, Consent 1(a).