Controller						
Name and contact details		**Data Protection Officer (if applicable)**		**Representative (if applicable)**		
Name	Leeds Trinity University	Name	Maren Swift	Name	n/a	
Address	Leeds, LS18 5HD	Address	Leeds, LS18 5HD	Address	n/a	
Email	enquiries@leedstrinity.ac.uk	Email	dataprotection@leedstrinity.ac.uk	Email	n/a	
Telephone	0113 283 7100	Telephone	0113 467 3977	Telephone	n/a	last updated	Mar-25

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**
Academic Quality Office	Academic and Professional Misconduct records		Staff (LTU and collaborative partner), Students, placement provider (where applicable), employer (for apprentices)	Name, student ID number, contact details, special category data, case details	LTSU officer, placement provider and/or employer as applicable, OIA (if case is appealed) Collaborative Partners	Contract, Legal Obligation (OIA)	Consent
Academic Quality Office	Non-Academic Casework records		staff (LTU and collaborative partner), students, placement provider (where applicable), employer (for apprentices)	Name, student ID number, special category data, case details	LTSU officer, placement provider and/or employer as applicable, OIA (if case is appealed) Collaborative Partners	Contract, Legal Obligation (OIA)	Consent
Academic Quality Office	Academic Appeals records		Students	Name, personal details, special category data, case notes and medical evidence	LTSU officer, OIA (if case is appealed) Collaborative Partners	Contract, Legal Obligation (OIA)	Consent
Academic Quality Office	Complaints		staff (LTU and collaborative partner), students, placement provider (where applicable), employer (for apprentices)	Name, student ID number, special category data, case details	LTSU officer, placement provider and/or employer as applicable, OIA (if case is appealed) Collaborative Partners	Contract, Legal Obligation (OIA)	Consent
Academic Quality Office	Records of external examiner/ independent assessor appointment		Applicants (for external roles), External Examiners, Independent Assessors	contact details, employment history, full CV, bank details	Programme Studies Boards. School Boards, AQSC	Contract	n/a
Academic Quality Office	Records of external panel members		Applicants (for external roles)	contact details, employment history, full CV, bank details	n/a	Contract	n/a
Academic Quality Office	Records of PSRB activity		external	Names and contact details of assessors (if included in report)	n/a	Contract	n/a
Academic Quality Office	Review and approval documentation		Staff and Students	lists of staff and students present at each meeting	external panel members, student member	Legitimate Interest	n/a
Academic Quality Office	Review and approval events		external, internal and student panel members	comments on submission documentation, where panel member is identifiable	external panel members, student member	Legitimate Interest	n/a
Academic Quality Office	Review and approval documentation		Students	Student comments	review (and approval) reports - external panel members	Legitimate Interest	n/a
Academic Quality Office	Definitive Programme Documents		Staff - module leader	Name	staff/collaborative partners/students	Legitimate Interest	n/a
Academic Quality Office	Expense claim forms		external	External Examiner/External Approval panel members contact details, bank details	n/a	Contract	n/a
Academic Quality Office	Committee/Groups		Staff and Students' Union	Committee Papers	n/a	Legal Obligation	n/a
Academic Quality Office	Collaborations		Collaborative partner staff	CVs	n/a	Contract	n/a
Academic Quality Office	Collaborations		Various	Old partner external examiner reports/ other data offered for internal QA purposes	n/a	Contract	n/a
Academic Partnerships Unit	Teaching Observations		Partner staff	Names, teaching performance	n/a	contract, legal obligation	n/a
Academic Partnerships Unit	Staff records		LTU staff	Names, JDs, P&D records. Flexi sheets	n/a	contract	n/a
Academic Partnerships Unit	Staff records (partners) PASAF		Partner staff	Names, qualifications	n/a	contract	n/a
Academic Partnerships Unit	Partner student rep details		Partner students	Names, student IDs, contact details	n/a	legitimate interest	n/a
Academic Partnerships Unit	Attendance registers		Partner students	Names, student IDs	n/a	legitimate interest	n/a
Academic Partnerships Unit	Student interviews/ meetings (including recruitment) (recordings)		Partner students	Names, student IDs, contact details	n/a	legitimate interest	n/a
Academic Partnerships Unit	Teaching Timetables		Partner staff	Names of partner teaching staff	n/a	legitimate interest	n/a
External Engagement and Impact	Student Record	EPAO / Sub Contractors / BKSB / Employers/ DAS	Students	Name, Contact details, Entry qualifications, DoB, Gender	n/a	Contract	n/a
External Engagement and Impact	Student Record	Employers / sub contractors / ESFA	Students	Ethnicityn Nationality, Disability, NI number	n/a	Legal obligation	Consent
External Engagement and Impact	Student Record	Employers	Students	Employment Data	n/a	Legal obligation	n/a
External Engagement and Impact	Student Record		Students	Education Data	n/a	Legal obligation	n/a
External Engagement and Impact	Student Record		Students	County of Birth / Date of entry to the UK	n/a	Legal obligation	n/a
External Engagement and Impact	Student Record	ESFA	Students	ERN Number	n/a	Contract	n/a
External Engagement and Impact	Student Record	EPAO	Students	Learner Management System	n/a	Contract	n/a
External Engagement and Impact	Student Record		Students	Employer Data	n/a	Contract	n/a
Knowledge Exchange	Ad:Venture Case Studies		External businesses	Names of businesses, business owners and personal information (email addresses)	n/a	n/a	n/a
Knowledge Exchange	Knowledge Exchange Development Fund application forms		LTU Staff	Names of colleagues	n/a	n/a	n/a
Knowledge Exchange	Re: Tension toolkit names of external Higher Education Institutions		External HEI	Names of staff member, job title, name of University and location	n/a	n/a	n/a
Grad Skills Programme	Applicant/ participants records	partner institutions & West Yorkshire Combined Authority (WYCA)	Applicant to / Participant in the Grad Skills programme	Name, contact details, some special category data	n/a	Contract	Consent
Chaplaincy	University Associated Contacts		Individuals	Contact details (Name, postal address, email, organisation)	n/a	Legitimate Interest	n/a
Chaplaincy	Student Engagement		Students	Contact details (Name, email address)	n/a	Legitimate Interest and consent	n/a
Chaplaincy	Chaplaincy news/bulletin/newsletter		Individuals and Students	Contact details (name, email address)	n/a	Legitimate interest and consent	n/a
Chaplaincy	Marriage Register		Individuals	Contact Details (name, address, father and mothers name, occupation, occupation of father	n/a	required by law	n/a
Chaplaincy	Record of Conversations/Info on students		Individuals	Contact details (name, email address, any information disclosed)	Police, Support Services, Social services if deemed necessary (confidentiality not promised at time of disclosure)	Legitimate interest	n/a

Department	Record		Data Subjects	Data Held	Shared With	Lawful Basis	Special Category
Chaplaincy	Record of Sacraments		Individuals	Contact details (name, address, father and mothers name, sponsors name) Church, baptism date	Local Parish	Required by law/legitimate interest	n/a
Chaplaincy	TC21/ 22/ 24 Sign Ups		Individuals	Contact details (name, email address, any information disclosed)	n/a	Legitimate Interest	n/a
Chaplaincy	Names of students of interest/concern		Individuals	Name	n/a	Legitimate Interest	n/a
Chaplaincy	Trinity Sunday Attendee List		Individuals	Name/email/dietary requirements	n/a	Legitimate Interest	n/a
Chaplaincy	Sign ups for events		Individuals	Name/email/dietary requirements	n/a	Legitimate Interest	n/a
Data Protection	Data Breach Report		Students, Staff, any other data subject linked to the University	Name, contact details, possibly special category data	Regulatory bodies	Consent	Consent
Data Protection	Subject Access Requests		Students, Staff, any other data subject linked to the University	Name, contact details, possibly special category data	n/a	Consent	Consent
Freedom of Information	FOI requests		FOI Requesters	Name, contact details	relevant staff members	Consent	Consent
Estates & Facilities	Contractors Record		Contractors	Name, phone numbers, business address, email address	n/a	Contract	n/a
Estates & Facilities	Office Records		Staff	Name, payroll or employee no, home address and vehicle registration	n/a	Contract	n/a
Estates & Facilities	Office Records		Students	Name, student no, home address and vehicle registration	n/a	Contract	n/a
Estates & Facilities	Office Records		Students	Online Store Permit Receipts	n/a	Contract	n/a
Conferences	Office Records		External	Names, Addresses, Contact Numbers	n/a	Contractual obligation	n/a
Aramark	Office Records		Staff	Names, Addresses, Contact Numbers	n/a	Contract	n/a
Aramark	Rotas		Staff	Name	n/a	Contract	n/a
Accommodation	Office Records		Students	Names, Addresses, Contact Numbers	n/a	Contract	n/a
Accommodation	Office Records		Students	Special Category Data	n/a	Contract	Consent
Accommodation	Office Records		Students	Name, Addresses, Contact details	Unite Students	Contract	Consent
Estates & Facilities	Incidents on site for action		students, staff, external visitors	Name, University address on site, car registration details, crime number	Police, Emergency Services	legal obligation	Consent
Estates & Facilities	Resident student parking permit application		Students	Names, special category data, sport training record, placement records	n/a	Consent	Consent
Executive Office	Visiting Professional Associate		potential visiting professors	Personal details, CV	n/a	Consent	Consent
Executive Office	Address Database		external stakeholders, Honorary Fellow and governors	Personal details	n/a	Consent	Consent
Executive Office	Complaints Stage 3		Staff and students	Complaints about staff that have not been submitted to HR	n/a	Legitimate Interest	Consent
Executive Office	Complaints Stage 2		Students	Student complaints about courses	n/a	Legitimate Interest	Consent
Faculty Business Managers Office (FBO)	Contact with staff; onboarding and processing leavers		Staff	Job Titles, possible personal contact details until new staff member is set up with LTU IT	N/A	Consent	n/a
Faculty Business Managers Office (FBO)	Process claims for guest speaker		Guest Speakers	Personal e-mail and phone number; possibly bank details	N/A	Consent	n/a
Faculty Business Managers Office (FBO)	Contact with students or student representative		Students	e-mail/ phone no	N/A	Consent	n/a
Faculty Business Managers Office (FBO)	Student complaints/ notes of meetings		Staff	Name	N/A	Legitimate interest	n/a
Faculty Business Managers Office (FBO)	Monitor actions post assessment panels / raise questions/ resolve queries		Students	Grades/ results	N/A	Consent	n/a
Faculty Business Managers Office (FBO)	events such as Dean's Award, Writer's Festival, BCDI Degree Show		Staff and Students	email, address (possibly) grades, access/ personal requirements, preferred names, names of guests	N/A	Consent	Consent
Faculty Business Managers Office (FBO)	National and International trips		Staff and Students	e-mail, phone numbers, passport info, DOB, medical information, dietary, emergency contact info	Studylink, Airlines, Accommodation providers	Consent	Consent
Finance	To bill Students for Fees & Accommodation		Student - Customer	Contact Details	n/a	Contract	n/a
Finance	To pay Students for Bursaries		Student - Supplier	Contact Details, bank details	n/a	Contract	n/a
Finance	To pay internal Staff for expenses		Staff Expenses Claim Form	Contact Details, bank details	n/a	Contract	n/a
Finance	To pay external claimant for expenses		External Expenses Claim Form	Contact Details, bank details	n/a	Contract	n/a
Finance	To pay Students for expenses		Student Expenses Claim Form	Contact Details, bank details	n/a	Contract	n/a
Finance	Receive Funds via credit card		Accommodation, tuition fees	Name, part of card no & expiry date	n/a	Contract	n/a
Finance	Receive funds via Online Payments		Accommodation, tuition fees and Bonds	Payee name, part of card no & expiry date	WPM Education	Contract	n/a
Finance	Receive funds via the Online Store		Pay for goods and services offered by LTU	Payee name, Part card no & Expiry date	WPM Education	Contract	n/a
Payroll	To pay employees and external claimants		Staff & external claimants	Name, contact details, DoB, bank details, NI number and Tax Code, Gender, bank details	n/a	Contract	n/a
Finance/Payroll	Change of Bank details		Staff, Students	Bank Details	n/a	Contract	n/a
Management Accounts	Budgeting		Staff	All data registered with Payroll	n/a	Contract	n/a
Management Accounts	European Funding return		Staff	All data registered with Payroll	n/a	Consent	n/a
Management Accounts	DfE Return LTU & SCITT		Students	Bursary payment details, student ID	DfE	Contract	n/a
Faculty SSE	Email correspondence with students		Students	Names, student number, student email address.	None	Contract	Contract
Faculty SSE	Student Recruitment		Candidates	Name, address, contact details, gender, ethnicity, disability status	Leeds Beckett University/HLTA North	Contract	Contract
Faculty SSE	Student Recruitment		Candidates	Name of School where employed	Leeds Beckett University/HLTA North	Contract	n/a
Faculty SSE	Student Recruitment		Candidates	Name and contact details of Head Teacher	Leeds Beckett University/HLTA North	Contract	n/a
Faculty SSE	Student Recruitment		Candidates	Qualifications	Leeds Beckett University/HLTA North	Contract	n/a

Faculty SSE	Student Records		Students	Name, results	Leeds Beckett University/HLTA North	Contract	n/a
Faculty SSE	Student Recruitment		Applicants	Name, address, age, qualifications	Unlocked	Contract	n/a
Faculty SSE	Student Records		Students	Name, module grades, performance evaluation	Unlocked	Contract	n/a
Faculty SSE	Research		Research Volunteers (adults)	Name, email address.	Gorilla (external data storage)	Consent	n/a
Faculty SSE	Research		Research Volunteers (adults)	Age/gender/disability/ethnicity as relevant to the research study.	Gorilla (external data storage)	Consent	Consent
Faculty SSE	Teaching		LTU students, LTU Staff, Members of the public	Personal details and details in connection with legal issues. Potentially special category and criminal offence data.	n/a	Consent	Consent
Faculty SSE	Student Recruitment		Teachers	Name, school name, and professional email address.	Church of England	Contract	n/a
Faculty SSE	Teaching		Trainee teachers	Names, student number, institutional email address.	Proxima	Contract	n/a
Faculty SSE	CPD		History teachers	Name, email address	MemberMojo	Consent	n/a
Academic Staff/ Module Tutors	Student Support		Students	Name, email address, attendance patterns (registers), personal information (e.g. emails from, to, or about students' personal problems)	n/a	Consent	n/a
Staff Research	Research		Research Participants	Name, gender age, potentially any other special category data (anonymised)	n/a	Consent	n/a
Academic Staff	Claims for guest speakers		Guest speakers	Personal email, phone number, possible bank details	n/a	Consent	n/a
Academic Staff	Job Applications		Potential visiting lecturers	Name, Contact details, qualifications, employment history	n/a	Consent	n/a
Sports Therapy Staff & Students	Client notes for the Sports Therapy clinic		Clients of the sports therapy clinic/Trinity Performance	Name, DOB, Email, address, phone number, personal medical history, doctor's address	n/a	Consent	n/a
Academic staff	Academic quality		External examiners	Contact details	Programme leaders	Contract	n/a
Staff research	Research		Research collaborators	Contact details	LTU colleagues engaged in the research	Consent	n/a
Academic Staff	External advisors		External advisors/academics to support programme development requiring PSRB approval	Contact details, emails, CVs	Relevant PSRB	Contract	n/a
Nursing staff	Fitness to practice and assessment of nursing students		Nursing students	Name, Email, Course, cohort	Pebblepad group & Practice assessors from NHS trusts and private independent voluntary organisations	Contractual obligations	n/a
SAW staff/PGR students	Commercial income generation		Customers	Name, Email, Address, Age, Health data	n/a	Consent	Consent
Scotia Medical Observation & Training System - "SMOTS"	Clinical Simulation de-briefing (livestream) & recording of OSCE examinations (assessment)		Students & Staff, including Simulated Patients (actors)	Student and staff image (recording/livestreaming)	External examiners for moderation purposes (assessments only.)	Consent	N/A
Academic Staff - Nursing, AHP & soon to be social work	Contributions to nursing programmes - both development and delivery		Members of the Service User and Carer (SUC) group	Email address, health data	n/a	Consent	Consent
Academic staff (MLs, PLs, Leadership team)	Support for student experience/ RKE activity		Wider group of employers and placement providers	Email addresses, other contact details	Collaboration to support employability/placements	Consent	n/a
Laboratory-based staff (academic and technical/ professional services)	Equipment purchase and servicing		Contractors/ suppliers	Email and other contact details,	Purchasing supplies/services (technical staff)	Consent	n/a
Global Engagement Office	UK & International business trips		Staff	Name, Contact details, Passport No, DOB, Emergency contact info	Airlines/Accommodation providers/Visa providers	Consent	Consent
Global Engagement Office	Visa for international travel		Staff	Name, Contact details, Passport No, DOB, Emergency contact info	External Visa processing company/Immigration Service	Consent	Consent
Global Engagement Office	Study Abroad Applications		Students	Contact Details, name, DOB, course details	Partner Institutions	Contract	n/a
Global Engagement Office	Turing Funding Agreements and Applications		Students	Contact Details, name, DOB, course details, household income, estranged, care experienced, carer or care leaver	Turing Programme	Contract	n/a
GEO/ Visa Compliance	Agent details		Agents	Name, Contact details	Regulatory bodies	Legal obligation	n/a
GEO/ Visa Compliance	Visa compliance interviews for admissions purposes		Students	Name, DOB, Student ID, Place of Birth, Course details	n/a	Contract	Consent
GEO/ Visa Compliance	Review Financial Documents for visa application purposes		Students / Family Members of students	Financial documents	n/a	Contract	Consent
GEO/ Visa Compliance	Issuing CAS		Students	Various PII (non special category) - CAS number, Student number, Name, Nationality, DoB, Passport No, Course details, Work Placement details	UKVI, appointed agents / legal representatives of subject	Contract	Consent
GEO/ Visa Compliance	UKVI Reporting		Students	Various PII (non special category) - CAS number, Student number, Name, Nationality, DoB, Passport No, Contact details, Course details, Work Placement details, reasons for withdrawal, flight information	UKVI	Legal Obligation	n/a
GEO/ Visa Compliance	Immigration Advice		Students and family members	Various PII (non special category) - CAS number, Student number, Name, Nationality, DoB, Passport No, Course details, Work Placement details, familial relationships, financial records	OISC	Contract / Legal obligation	n/a
GEO/ Visa Compliance	General Enquiries (from Students or their representatives)		Students	Name, Student ID, Course details	Agents / appointed representatives	Consent	Consent
GEO/ Visa Compliance	General Enquiries (from Staff)		Students	Name, Student ID, Course details	Internal	Contract	Consent
GEO/ Visa Compliance	Updating Student Records		Students	Name, student ID, Passport no, visa details	Internal	Contract / Legal obligation	Consent
GEO/ Visa Compliance	Request for UKVI application updates		Students	Name, Immigration reference numbers, passport number, nationality	UKVI	Consent	Consent
GEO/ Visa Compliance	Attendance Monitoring		Students	Name, Student ID, Course details	Internal	Legal Obligation	n/a

				CAS number, Student number, Name, Nationality, DoB, Passport No, visa details, Course details, Work Placement details, Attendance data, Flight information, reasons for withdrawal			
GEO/ Visa Compliance	External Audit		Students		UKVI / External auditors	Legal obligation / Contract	Consent
Graduate Outcomes and External Engagement Directorate	Student Career Tracker		Students/Graduates/Employers	Employment Status/Name/Student Number/Email Address/Job Title	n/a	Legitimate Interest	Consent
Graduate Outcomes and External Engagement Directorate	Job/Placement Advertising Website		External Employers	Name/Contact Details/Activity Recording	n/a	Consent	n/a
Graduate Outcomes and External Engagement Directorate	Event/Programme Contact Lists		External Employers/Students/Graduates	Contact Details	n/a	Consent	n/a
Professional Placements	Student Placement Details		Students/External Employers	Contact Details/Name	n/a	Legitimate Interest/ Contract	n/a
Professional Placements	Health and Safety Placement Details		External Employers	Name/Contact Details	n/a	Legal Obligation/ Contract	n/a
Professional Placements	Health and Safety Placement Details		Students	Name/Student Number/Placement Location/Contact Details	n/a	Legal Obligation/Contract	n/a
Graduate Outcomes and External Engagement Directorate	Student Placement Application		Students	Contact Details/Name	Employers	Legitimate Interest/ Contract	n/a
Graduate Outcomes and External Engagement Directorate	CVs/Job Applications		Students/Graduates	Contact Details/Name	Employers	Legitimate Interest/ Contract	n/a
Graduate Outcomes and External Engagement Directorate	Student Placement Tracking		Students	Contact Details/Name	n/a	Legitimate Interest	n/a
Graduate Outcomes and External Engagement Directorate	Mentoring Programme tracker		Students	Contact Details/Name	Employers (by agreement)	Contract	n/a
School Partnerships	Student Placement Database		Students/NQTs	Placement Location/Name/Student Number/Contact Details/Ethnic Origin (optional)/Religion/Disability/Qualification Aim/Teacher Reference Number/Assessment Grades	n/a	Legitimate Interest/ Contract/Legal Obligation	
School Partnerships	Student Placement Database		Graduates with QTS	Placement Location/Name/Student Number/Qualification Aim/Teacher Reference Number/Assessment Grades/Degree Details	n/a	Legal Obligation/ Legitimate Interest/ Contract	n/a
Graduate Outcomes and External Engagement Directorate	Surveys and Forms		Students/Graduates/Employers	Contact Details/Name/Student Number	n/a	Consent	n/a
Graduate Outcomes and External Engagement Directorate	Online Meetings/Seminars		Students/Graduates/Employers	Contact Details/Name/Student Number	n/a	Consent	n/a
Graduate Outcomes and External Engagement Directorate	CVs/Job Applications		Students/Graduates	Contact Details/Name	n/a	Consent/Legitimate Interest	n/a
Graduate Outcomes and External Engagement Directorate	CVs/Job Applications (LTU Internships)		Students	Contact Details/Name/Student Number	Internally	Consent/Legitimate Interest	n/a
Graduate Outcomes and External Engagement Directorate	GAP Programme Mentee student details		Students	Contact Details/Name	Ministry of Justice	Consent	n/a
Professional Placements	Placement Management		Students/Employers	Contact Details/Address/Name/Student Number/Job Titles	n/a	Consent/Legitimate Interest/Legal Obligation	n/a
Professional Placements	Placement Management		Students/Employers	Contact Details/Name/Student Number/Job Titles/Ethnicity/Gender/Disability	n/a	Consent/Legitimate Interest/Legal Obligation	Consent
Graduate Outcomes and External	Statistics and Monitoring		Students	Contact Details/Name/Student Number/Job	n/a	Consent/Legitimate Interest/Legal Obligation	Legal Obligation
Nursing Team	Nursing Placement Management		Students/Employers	Contact Details/Address/Name/Student Number/Job Titles/Ethnicity/Gender/Disability	Placement Providers/Host Universities/Internal/NMC	Consent/Legitimate Interest/Legal Obligation	Legal Obligation
Nursing Team	Nursing Placement Management		Students/Employers/Staff	Contact Details/ Address/ Name/ Student Number/ Job Titles/ Ethnicity/ Gender/ Disability/ Placement Information/ DBS Status	Placement Providers/Host Universities/Internal/NMC	Consent/Legitimate Interest/Legal Obligation	Legal Obligation
Nursing Team	Nursing Placement Management		Students	Name/ ID/ Placement Details	University of Leeds/ Placement Providers	Consent/ Contract/ Legal Obligation	n/a
People and Culture	Employment applications		Applicants for employment	Contact details, CVs	n/a	Legitimate Interests	n/a
People and Culture	Employment applications		Applicants for employment	Employment History, Criminal Record	n/a	Legitimate Interests	n/a
People and Culture	Employment applications		Applicants for employment	Gender, DoB/ Age, Ethnicity, Disability, Sexual Orientation, Religion	n/a	Consent	Consent
People and Culture	Interview assessment notes		Applicants for employment	Name	n/a	Consent	n/a
People and Culture	Employment applications		Applicants for employment	Supporting Information	n/a	Consent	n/a
People and Culture	New Starter Information		Staff	New starter forms	n/a	Legitimate Interests	n/a
People and Culture	Employment Record		Staff	Name, contact details, DoB, Qualifications, Employment history, References	n/a	Contractual	n/a
People and Culture	Employment Record		Staff	Criminal record	n/a	Contractual	Consent unless the university is legally obliged to process data relating to criminal convictions/ offences for the role
People and Culture	Employment Record		Staff	Gender, Age, Ethnicity, Disability, Sexual Orientation, Religion	n/a	Consent	Consent
People and Culture	Employment Record		Staff	Salary, Bank Details, Pension membership	n/a	Contractual	n/a
People and Culture	Employment Record		Staff	Emergency contact details	n/a	Consent	n/a
People and Culture	Employment Record		Staff	Sickness absence, Medical reports	n/a	Legitimate interests	Legitimate Interests
People and Culture	Employment Record		Staff	Disciplinary record, Disciplinary allegations (unsubstantiated), Grievance allegations records (unsubstantiated)	n/a	Contractual	n/a
People and Culture	Employment Record		Staff	Trade Union membership	n/a	Consent	Consent
People and Culture	Employment Record		Staff	Training Records, Performance Reviews	n/a	Legitimate Interests	n/a
People and Culture	Employment Record		Staff	National insurance	Pension administrators and HMRC	Legal obligation	n/a
People and Culture	Employment Record		Staff	Tax, Student Loans and Court Orders	HMRC	Legal obligation	n/a
People and Culture	Employment Record		Staff	Voluntary Payroll deductions	n/a	Consent	n/a
People and Culture	Employment Record		Staff	Employment details, personal address & email, special category data if applicable	DocuSign (email address and name)	Legitimate Interests	Consent
People and Culture	Staff Data Access Requests		Staff	Staff details	n/a	Legal obligation	n/a

Department	Activity		Data subjects	Information held	Processor / Third party	Lawful basis	Special category
People and Culture	Accident reporting		Staff, Students, members of the public	Health and Safety	n/a	Legal obligation	n/a
People and Culture	Staff Benefits Software (Pluxee)		Staff	Staff name, payroll no and work email address	Pluxee (name, work email address and payroll number)	Legitimate Interests	n/a
People and Culture	Associate Staff through partnerships		Staff at partnerships	Partner associate staff name and email address, CVS if applicable	n/a	Consent	Consent
People and Culture	Associate Staff (non partnerships)		Associates	Non partner associate staff name and email address, CVS if applicable	n/a	Consent	Consent
People and Culture	Your Know People (DBS checks)		Staff	Staff name, personal email address, job title	Gov.uk	Legal obligation	Article 9 legal obligation
People and Culture	Thrive Mental Wellbeing APP (Supplied by Health Assured)		Staff	Name and email address (work or personal)	Email address and name but provided by employee	Legitimate Interests	Consent
People and Culture	Blank - new starter packs		Staff	Staff Name and home address	Blank	Legitimate Interests	Consent
People and Culture	New Starter Information - Right to work checks		Staff	Staff name and personal email address	Name and email address	Legal obligation	Consent
IT Services	centralised access control for IT Systems		Students	Contact details: name, university ID number, university email address, preferred personal email address, course module groups, mobile phone numbers (if provided for MFA), other MFA authentication method	Microsoft (office365 / Azure AD / ADFS) - Microsoft require authorisation to access any data (login information shared for external systems authentication)	Legitimate interests	n/a
IT Services	centralised access control for IT Systems		Staff, Visiting Lecturers and associates	Contact details: name, university ID number, university email address, preferred personal email address, course module groups, mobile phone numbers (if provided for MFA), other MFA authentication method	Microsoft (office365 / Azure AD / ADFS) - Microsoft require authorisation to access any data (login information shared for external systems authentication)	Legitimate interests	n/a
IT Services	Fault diagnosis, event tracking		Staff, Visiting Lecturers and associates	Email address, logs of email sent and received	Microsoft (office365 / Azure AD / ADFS) - Microsoft require authorisation to access any data (login information shared for external systems authentication), MailGun, Proofpoint	Legitimate interests	n/a
IT Services	Fault diagnosis, event tracking		All users of Microsoft Teams	Data regarding attendance during calls and meetings and call history. Call quality data and participants. Participation and interaction data with individual teams.	n/a	Legitimate interests	n/a
IT Services	Internal communications		All users of Microsoft Teams	Individual chat messages	n/a	Legitimate interests	n/a
IT Services	IT Security		All users of university owned computers	Logs of applications (.exe files) run on personal computers	n/a	Legitimate interests	n/a
IT Services	IT fault reporting		Students, Staff, Visiting Lecturers and associates	Contact details: name, university email address	n/a	Legitimate interests	n/a
IT Services	Asset database record		Staff and PhD students	Contact details: Name, office location	n/a	Legitimate interests	n/a
IT Services	Fault diagnosis - Wi-Fi		All users of university managed Wi-Fi	Username, session IP address, MAC address, Wi-Fi location, last seen date	n/a	Legitimate interests	n/a
IT Services	Fault diagnosis and IT Security Firewall		All users of university internet access	URL address history, session IP address, username, time and date of access	n/a	Legitimate interests	n/a
IT Services	Backup of all data		Staff, students	All Data	n/a	Legitimate interests	n/a
IT Services	Fault Diagnosis - Telephone system		Staff	Name, username, phone numbers dialled	n/a	Legitimate interests	n/a
IT Services	MyLTU app access control		Staff, Students	First and last name, email address, student number, device information	ExLibris - See extract from Customer Data contract on "Privacy Statements"	Legitimate interests	n/a
IT Services	Timetable synchronisation		Students	Timetable data for each student	ExLibris - See extract from Customer Data contract on "Privacy Statements" Microsoft Office 365	Legitimate interests	n/a
IT Services	Email SPAM and Virus filtering		Students, staff	Contact details: Email messages	Mimecast (see privacy statements tab)	Legitimate interests	n/a
IT Services	User account creation and management		Staff, Visiting Lecturers and associates	Contact details: name, university ID number, university email address, preferred personal email address, course module groups	n/a	Legitimate interests	n/a
IT Services	Print Logs		Staff, Students	Username, print account balance, print history (document file name, print cost, number of pages)	n/a	Legitimate interests	n/a
IT Services	Security / Access logs for servers and applications - Fault diagnosis and Security Audit		Staff, Students, Visitors	Username, login times, records of policies that are activated	n/a	Legitimate interests	n/a
IT Services	Temporary user files / local information on PCs		Staff, Students, Visitors	Personal files, username information, local copies of emails	n/a	Legitimate interests	n/a
IT Services	IT fault reporting		Staff, Students	Contact details: name, university email address	3rd party support organisation based at Northumbria University	Legitimate interests	n/a
Library & Learning Resources	Library borrower record		Students	Name, preferred name, email address, student number, expiry date (based on programme end date), level of study, School of study, student status (current, graduated, withdrawn), programme of study	n/a	Legitimate interests	n/a
Library & Learning Resources	Library borrower record		Staff	Name, preferred name where specified, email address, staff ID card number, IT username.	n/a	Legitimate interests	n/a
Library & Learning Resources	Library borrower record		External borrowers	Name, preferred name where specified, email address, ID number	n/a	Legitimate interests	n/a
Library & Learning Resources	User information - email notices to borrowers regarding loans		Students, staff, external borrowers	Email address, loan and/or fine information.	n/a	Legitimate interests	n/a
Library & Learning Resources	Registration forms for external Library membership		External borrowers, alumni, SCONUL Access	Name, email address, home address, business address if applicable, telephone number	n/a	Legitimate interests	n/a
Library & Learning Resources	Membership cards awaiting collection by users		External borrowers, alumni, SCONUL Access	Name, barcode number, photograph	n/a	Legitimate interests	n/a

Department	Record		Data subjects	Data fields	Third party	Lawful basis	Special
Library & Learning Resources	Debtor information - statement of outstanding Library debt		Students, alumni, external borrowers	Name, home address, student ID number	n/a	Legitimate interests	n/a
Library & Learning Resources	Debtor information - debtor lists		Students, alumni, external borrowers	ID number, name, address	n/a	Legitimate interests	n/a
Library & Learning Resources	Claimed returned items		Students and staff	Name, email address, ID card barcode number	n/a	Legitimate interests	n/a
Library & Learning Resources	Lost, damaged, replaced & unreturned item data		Students	Name & ID card barcode number	n/a	Legitimate interests	n/a
Library & Learning Resources	Study space bookings (booking information only)		Students and staff	Name, email address	n/a	Legitimate interests	n/a
Library & Learning Resources	SCONUL Access Applications		Students and staff	Name, email address, ID card number	n/a	Legitimate interests	n/a
Library & Learning Resources	Staff contact details - to request cover, contact in emergency etc		Library staff	Name, telephone number, preferred email address	n/a	Legitimate interests	n/a
Library & Learning Resources	Request Service Form- requires details to ascertain requester		students, staff	Name, ID number, University email address	n/a	Legitimate interests	n/a
Library & Learning Resources	Request Service Spreadsheet- data on course, level of study, item type and reason for request for statistical / budgetary planning purposes		students, staff	Name, ID number	n/a	Legitimate interests	n/a
Library & Learning Resources	Paper Request Forms and Permissions Slips (data kept for copyright compliance/audit purposes)		students, staff	Name, ID Number, Email, Signature	n/a	Legitimate interests	n/a
Library & Learning Resources	OpenAthens user accounts		Students, staff	First name, surname, email address	n/a	Legitimate interests	n/a
Library & Learning Resources	BoB National - user accounts		Students, staff	Email address	n/a	Legitimate interests	n/a
Library & Learning Resources	User enquiries		Students	Name, email address	n/a	Legitimate interests	n/a
Library & Learning Resources	To recover items on loan to students who are leaving the university		Students	Name, LTU email, ID card number (from Alma); personal email (from SITS)	n/a	Legitimate interests	n/a
Library & Learning Resources	User accounts for Pure research management system		Staff	Name, email address	n/a	Legitimate interests	n/a
Library & Learning Resources	Person records for Pure research management system		Staff	Name, email address, job title, start and end date of employment at LTU.	n/a	Legitimate interests	n/a
Marketing & Communications	Enquirer record		Enquirers	Name, contact details - postal address, email address, landline, mobile number	n/a	Consent	n/a
Marketing & Communications	Marketing collateral		Current/Former Students and staff	Photographs of individuals	Publishers and enquirers	Consent	n/a
Marketing & Communications/Student Recruit	Enquirer record		Enquirers and Applicants	Disability (implied when asking additional requirements for event attendance), Dietary requirements (could imply religion/belief)	n/a	Consent	Consent
Marketing & Communications/Student Recruit	Enquirer record		Enquirers	DoB, School/Educational Establishment	n/a	Consent	n/a
Marketing & Communications/Student Recruit	Enquirer record		Applicants	Student Number	n/a	Contract	n/a
Corporate Communications	Alumni record		Alumni	Name, contact details - postal address, email address, landline, mobile number, job title, employer details	n/a	Consent	
Leeds Trinity Education Network	School partnerships record		Individuals from schools/ colleges/ universities/ education partners that have an association with LTU	Name, home address, email address, job title, employer, county of workplace	n/a	Consent	
Marketing and Communications	Open Day Registrants		Enquirers	Contact details - full name, postal address, email address	n/a	Consent	n/a
Marketing and Communications	Enquirers		Enquirers	email address	Net Natives	n/a	n/a
Marketing and Communications	Enquirers		Enquirers	Name, email address, country, subject of interest, education history	Unibuddy	Consent	n/a
Student Recruitment	UCAS Applicant visibility for reporting		Applicants	School name, address, generally public ally available institution level contact details. Subject of interest for applicants.	Datafltr	Consent	n/a
Marketing and Communications	Marketing collateral		Current/ former Students and staff	Photos only	Justin Slee (photographer)	Consent	n/a
Corporate Communications	Corporate event management		Students/ general public	Name, email address, address data, telephone number, dietary requirements	Eventbrite	Consent	n/a
Corporate Communications	Corporate contact record		Corporate contacts	Name, Job title, Business email address, telephone number	n/a	Consent	n/a
Marketing and Communications	Promotional activity (Motiv Productions)		Students/ staff	Video footage, name, consent	n/a	Consent	n/a
Media Services Loans System - Connect 2	Loans borrower processing		Students	Name, email address, ID card number	n/a	Contract	n/a
Media Services Loans System - Connect 3	Loans borrower processing		Staff	Name, email address, ID card number	n/a	Contract	n/a
Media Services Loans System - Connect 4	Loans borrower processing		External borrowers	Name, email address, ID card number	n/a	Contract	n/a
Media Services Loans System - Connect 5	Connect 2 automatic generated email reminders for booking confirmation, return and fines		Students, staff, alumni, external borrowers and businesses	Email address only	n/a	Contract	n/a
Media Services Loans System - Connect 6	Media Services Staff generated follow up overdue/outstanding items and fines emails		Students, staff, alumni, external borrowers and external businesses	Name, email address items overdue and fines	n/a	Contract	n/a
Media Services Loans System - Connect 7	Media Services Staff generated emails to Finance office regarding official invoices for non returned /Damaged / Stolen items		Students, Staff, alumni, and external business contacts	Name, email address ID card number, potentially home address and telephone number	n/a	contract	n/a
Media Services Loans System - Connect 8	Specialist Room booking information		Students, staff and external business	Name, email address, ID card number	n/a	Contract	n/a
Media Services General Office activities	Requests for individual tuition / technical demos as booked via university email		Students, Staff	Name, email address	n/a	Legitimate interests	n/a

Department	Activity/Record		Data Subjects	Personal Data	Source	Lawful Basis	Special Category
Media Services General Office activities	Daily Help Request Log- Spreadsheet- data on type of help requested for statistical / budgetary planning purposes		students, staff	Type of activity log only e.g. Classroom help, editing help, radio studio help	n/a	Legitimate interests	n/a
Media Services General Office activities	Staff contact details - to request cover, contact in emergency etc		Media Staff		n/a	Legitimate interests	n/a
Media Services General Office activities	Specialist Room booking information		Staff and external business	Name, email address,	n/a	Contract	n/a
Media Services General Office activities	User general enquiries		Students, Staff and external contacts	Name, email address	n/a	Legitimate interests	n/a
Media Services General Office activities	Paper Ot of Hours Room Access - Request Forms and Permissions Slips		Students, staff	Name, ID card number, Signature	n/a	Legitimate interests	n/a
Media Services Staff -PDQ card payments spreadsheet tracking fines and lost or sold items	Dept tracking who has paid and what amount for queries raised at a later date		Students	Student Name, ID number and amount paid, date paid and last 4 digits of card	n/a	Contract	n/a
Media Services staff- PDQ card payments - Over the phone	Take payments to allow students to unlock frozen account due to fines and resume booking items		Students	Name, long card number, security card number, expiry date	n/a	Contract	n/a
Media Services staff -PDQ card payments electronic transaction receipts	PDQ generated proof of payment receipt		Students	Transaction amount, transaction number, last digits of card number, date.	n/a	Contract	n/a
Editshare User Accounts	User Access to shared video storage server		Students ,staff , external business	Name, ID card number, module	n/a	Legitimate interests	n/a
Editshare Video Content	Video content -long term archive		Students, staff	no personal data used here	n/a	Legitimate interests	n/a
Editshare Video Content	Video content on recently de activated accounts		Students, staff and external business	Name, ID card number, module	n/a	Legitimate interests	n/a
Mobile Loan iPhone accounts	created by users borrowing any phones - must set a personal password before use		Students, staff	Password and anything else personal they log into	n/a	Legitimate interests	n/a
all MFC + Jou students- (c.220?)Postal-packaging of emergency production loans equipment due to illness or accessibility issues.	MFC +jou students cannot attend site to collect required production equipment - key items are posted out via media services - and posted equipment is added to students connect 2 account by media services staff for stock control and insurance purposes		Students	Name- Address- student number	n/a	Legitimate interest	n/a
Office for Institutional Equity (OIE)	Survey responses		Students	Anonymised -Ethnicity, gender, postcode, disability	n/a	Contract	Consent
Office for Institutional Equity (OIE)	Survey responses (no personal or sensitive data)		Students and staff	Open responses can include identifying details	n/a	Legitimate Interests	Consent
Office for Institutional Equity (OIE)	Survey responses (identifiable personal data)		Students	Ethnicity; gender; postcode; disability; identification as care experienced, carer or mature (age category); name/student no.	n/a	Legitimate Interests	Consent
Office for Institutional Equity (OIE)	Student expressions of interest		Students	name, student no	n/a	Legitimate Interests	Consent
Office for Institutional Equity (OIE)	Consent forms		Staff and students	Name, signature	n/a	Legitimate Interests	Consent
Office for Institutional Equity (OIE)	Teams/video recordings		Student, Staff	Dependent on interview content, assume all identifying and sensitive information	n/a	Legitimate Interests	Consent
Office for Institutional Equity (OIE)	Audio recordings		Student, Staff	Dependent on interview content, assume all identifying and sensitive information	n/a	Legitimate Interests	Consent
Office for Institutional Equity (OIE)	Transcripts		Student, Staff	Dependent on interview content. Transcript should de-personalise responses.	n/a	Legitimate Interests	Consent
Office for Institutional Equity (OIE)	NVivo file, containing interviews, videos, transcripts, research notes.		Student, Staff	Dependent on research content, assume all identifying and sensitive information could be available in audio files.	n/a	Legitimate Interests	Consent
Office for Institutional Equity (OIE)	Student/staff details for coordinating interviews		Student, Staff	Name, contact email, link code to audio file/transcripts	n/a	Legitimate Interests	n/a
Office for Institutional Equity (OIE)	Student outcomes data analysis		Students	Student number, assessment mark, module mark, overall degree award.	n/a	Legitimate Interests	n/a
Office for Institutional Equity (OIE)	REC Staff Survey		Staff	Anonymised ethnicity, gender, sexuality, disability,	Advance HE	Contract	Consent
Office for Institutional Equity (OIE)	REC student Survey		Students	Anonymised ethnicity, gender, sexuality, disability,	Advance HE	Contract	Consent
Office for Institutional Equity (OIE)	Student risk assessments		Students	Name, Health	n/a	Legal	Consent
Office for Institutional Equity (OIE)	Student as researcher forms		Students	Name, Address, Phone Number	n/a	Legitimate Interests	n/a
Office for Institutional Equity (OIE)	Attendance forms		External individuals	Names, emails	n/a	Legitimate Interests	n/a
Office for Institutional Equity (OIE)	Staff and student records from Social Justice Lecture Series		Staff, student	Names, emails	n/a	Legitimate Interests	n/a
Office for Institutional Equity (OIE)	Coaching the Gap		Students	Names, emails, student number,	TASO	Legitimate Interests, Consent	Consent
Planning and Information	Internal Management Information Reports		Students	personal and special category data	n/a	Legitimate Interests	Consent
Planning and Information	SQL Datasets		Students	personal and special category data	n/a	Legitimate Interests	Consent
Planning and Information	SQL Server Reporting Services Reports		Students	personal and special category data	n/a	Legitimate Interests	Consent
Planning and Information	Statutory data returns		Students	personal and special category data	Required regulatory body e.g. HESA, OfS, DfE.	Legal Obligations	Consent
Research shared mailbox (staff/PhD/MbR)	Enquiries		Applicant enquiry emails	General could include personal details	may include University of Leeds	n/a	n/a
Research (PhD/MbR)	Applicants		Applications from admissions; unsuccessful applications	personal information in line with application form requirements	University of Leeds	n/a	n/a

Function	Record		Data Subjects	Data Description	Recipients	Lawful basis	Special category
Research (PhD/MbR)	Applicants		Interview documents / emails / rejection	names and email address / formal UoL templates	n/a	Consent/ legitimate interest	n/a
Research (PhD/MbR)	PGR student records		Student records - no special category data held	records of supervisor meetings, training plans, emails, upgrades, viva entry, extension, withdrawal, change of supervision	University of Leeds	Consent	n/a
Research (PhD/MbR)	PGR student records		UoL periodic & Annual Review	PGR name, programme start/end dates, key timelines and supervisor information	University of Leeds	Accreditation agreement with UoL	n/a
Research (PhD/MbR)	PGR's Expenses Claims		PGR's	Data on conference and how much claimed	N/A	Contract	n/a
Research (PhD/MbR)	Viva expenses claims		External examiners	contain bank account details/NI numbers/email addresses	n/a	Contract	n/a
Research (PhD/MbR)	PGR student records		Stipends	Records of Stipend memos to finance - containing Payment information	n/a	Contract	n/a
Research	Conference Funding		LTU staff	Records of applications, allocation and Claims	n/a	Contract	n/a
Research	Grant Activity		LTU staff	Records of application and approved Grants	Grant provider,	Contract	n/a
Research	Reference requests		Records on the Research shared drive	Study information and award	n/a	Consent	Consent
RKEC/RDSC/REISC/ REF/Professoriate Groups	Committee meeting papers		LTU committee members & external representative	Meeting papers	n/a	Consent	n/a
RKEC/RDSC/REISC/ REF/Professoriate Groups	Recording meetings via MS Teams		LTU committee members & external representative	meeting minutes	n/a	Consent	n/a
Research Ethics & Integrity shared mailbox	Applications/ enquiries/ reviews		Staff/ students/ Faculty ethics committee members	General information/ application/ approval letters/ reviews	n/a	Consent	n/a
Research Ethics & Integrity	Application submission & approval		Staff/ students	Committee data/ applications/ outcomes and approvals	n/a	Consent	n/a
Student Administration	Student Record		Students	Name, Contact Details, Highest Qualification on entry, DOB, Gender, Nationality, Disability, Care Leaver Status	Regulatory bodies	Contract	n/a
Student Administration	Student Record		Students	Passport style photograph	n/a	Contract	n/a
Student Administration	Student Record		Students	Ethnicity, Religious Belief, Sexual Orientation	Regulatory bodies	Legal obligation	Consent
Student Administration	Student Record		Students	Emergency contact details	n/a	Consent	n/a
Student Administration	Student Record		Students	Student Occupation code, Parental Occupation code	Regulatory bodies	Legal obligation	n/a
Student Administration	Student Record		Students	Programme/module details	Regulatory bodies	Contract	n/a
Student Administration	Student Record		Students	Academic Performance	Regulatory bodies	Contract	n/a
Student Administration	Student Record		Students	Examination attendance	Regulatory bodies	Contract	n/a
Student Administration	Student Record		Students	Examination scripts contributing to final award (ITT and non-ITT Programmes)	n/a	Contract	n/a
Student Administration	Student Record		Students	Submission of coursework	Regulatory bodies	Contract	n/a
Student Administration	Student Assessments		Students	Student assessment presentations	Academic or partnership staff	Contract	n/a
Student Administration	Student Assessments		Students	Names, student IDs, marks	n/a	contract	n/a
Student Administration	Student Record		Students	Final degree award classification	Regulatory bodies	Legal obligation	n/a
Student Administration	Student Record		Students	Student status, start and end dates; reasons for withdrawal and suspension	Regulatory bodies	Legal obligation	n/a
Student Administration	Award Ceremony Record		Students	Name and award details	n/a	Contract	n/a
Student Administration	Mitigating Circumstances Application		Students	Name and module code, preferred outcome and reason	n/a	Contract	n/a
Student Administration	Mitigating Circumstances Evidence		Students	Supporting evidence for application	n/a	Contract	n/a
Student Administration	Examination Invigilator Record		Invigilators	Contact details	n/a	Consent	n/a
Student Administration	Student Data Access Requests		Students	Student details	n/a	Legal obligation	n/a
Student Administration	Subject Access Request log		External	Name	n/a	n/a	n/a
Student Administration	Application processing		Application	Name, Contact details, DOB, Gender, Entry qualifications	Regulatory bodies, academic or partnership staff and agencies such as those performing DBS or Occupational Health checks	Contract	n/a
Student Administration	Application processing		Application	Nationality, Disability	Regulatory bodies and academic or partnership staff	Contract	Consent
Student Administration	Application processing		Application	Comments about suitability from academic staff, Interview report forms	Regulatory bodies and academic or partnership staff	Contract	n/a
Student Administration	Application processing		Application	Interview Schedules and registers	Academic and Administrative staff	Contract	n/a
Student Administration	Application processing		Application	Medical declarations	Regulatory bodies, academic staff and the Occupational Health organisation	Contract	n/a
Student Administration	Application processing		Application	DBS Disclosure numbers, References, Visa information, passport information	Regulatory bodies and academic or partnership staff	Contract	n/a
Student Administration	Application processing		School/applicant	Information from schools regarding medical/personal extenuating circumstances	Academic staff	Contract	n/a
Student Administration	Application processing		applicant, academic staff, schools, family	Notes field with various information relating to application	Academic staff	Contract	n/a
Student Administration	Application processing		Applicant	Fee status	Finance staff for invoicing and Planning and Information staff for data reporting	Contract	n/a
Student Administration	Application processing		Applicant	Previous school/educational establishment, personal statement	Regulatory bodies and academic or partnership staff	Contract	n/a
Student Administration	Application processing		Applicant	Care leaver status	Regulatory bodies, recruitment staff (WP) and academic staff	Contract	n/a

Student Administration	Application processing		Applicant	Emergency contact details (not all applicants)	Regulatory bodies and academic or partnership staff	Contract	n/a
Student Administration	Application processing		Applicant	Flag for Fraudulent Activity	Administrative staff	Contract	n/a
Student Administration	Student Record		Applicant	Employment Information - Length of employment, hours of work, Employment identifier number	Regulatory bodies	Contract	n/a
Student Administration	Student Record		Applicant	Unique Learner Number, Agreement Identifier (EIN Screen), NI number	Regulatory bodies	Contract	n/a
Student Administration	Student Record		Students	Change of programme	Regulatory bodies and academic staff	Contract	n/a
Student Administration	Student Record		Students	Change of name	n/a	Contract	n/a
Student Administration	Student Record		Students	Restart/ repeat spreadsheet	n/a	Contract	n/a
Student Administration	Student Record		Students	withdrawal forms & suspension forms	audit purposes	Contract	n/a
Student Administration	Student Record		Students	CCRS lists	CCRS awards	Contract	n/a
Student Administration	Student Record		Students	Council tax exemption lists	Regulatory bodies	Contract	n/a
Student Administration	Student Record		Students	SFE - import and export lists	Regulatory bodies	Contract	n/a
Student Administration	Student Record		Students	Certificates, Transcripts, Student Letters, Graduation pass lists	audit purposes	Contract	n/a
Student Support and Engagement Coordinator	Student Record, Case Files, Evidence gathering		Students and staff	Interview records and other forwarded information such as: student case notes, Investigative, emergency action, withdrawals, FTP, FTS, complaints, sexual misconduct, safeguarding, Prevent - all case documentation	Data may be shared with third parties (Police, Counter Terrorism) to facilitate legal/criminal investigation subject to data access requests.	Contract, Vital interest, Public interest	Vital interest, Public interest
Student Engagement Manager	JISC LA Export of Interactions		Students and staff	Student name, ID and any records which have been updated by staff onto student profile on JISC	n/a	Contract	n/a
Learning Hub	Tutorial records		Students	Name, programme, level, record of tutorial appointments with students to provide students, Learning Hub staff and academics (when requested) with a record of the tutorial conversation which includes: advice given, signposting to other services useful links, and the type of issue discussed.	n/a	Contract	n/a
Learning Hub	Attendance records		Students	Name, programme, level, reason for attendance	n/a	Contract	n/a
Disability services	Student Record		Students	medical records; doctor's letters; educational psychological assessment reports; assessment of study needs reports; Student Finance England DSA Entitlement letters. All emails, case notes detailing all interactions with Disability Services.	n/a	Contract	Consent
Student Support	Student Record		Students	Case notes, incident reports, student inclusion plans (behavioural and pregnancy support)	n/a	Contract	Consent
Money Advice	Student Records (Hardship Funds)		Students	• Hardship fund information by academic year containing name, contact details, date of birth and assessment information • Assessment sheets containing name, . Contact details, financial evidence/info • E-mail correspondence . • Excel spreadsheets containing name, date and reason for contact, case notes and student finance records	n/a	Contract	Consent
Money Advice	Student Records (WP Bursaries including CE, estranged and SS)		Students and applicants	• An application form and an assessment form on each WP Bursary applicant containing name, contact details, • An evidence / reference letter from supporting person containing name, contact details and letter of evidence as proof of status	n/a	Consent	Consent
Director of Student Services	Occasional case notes		Students and staff	Interview records and other forwarded information such as: student case notes Pastoral/Academic Welfare, Investigative, ECP, SoS, W/D, Appeal, Complaint - all case documentation	n/a	Consent	Consent
Student Mental Health & Wellbeing service	PCMIS for Case notes and Student information - address, GP, student IT, presenting issues, Ethnicity		Students & Staff	Case notes from therapy, student ID and contact, GP, Ethnicity, Presenting issues relating to Mental Health	n/a	Consent	Consent
Student Liaison and Engagement Officers	Sponsored Students Attendance Team Site		Students	Attendance Data	n/a	Contract	Consent
Student Liaison and Engagement Officers (SLEOs)	Student Engagement Tracker		Students who are known to us and are/have been in contact with in regards to attendance, engagement, general enquires , staff referrals etc.	Student name, ID, Course, Level, status, withdrawn, school, programme, outcome data.	n/a	Contract	Consent
Student Communications	myLTU app		All students, main source of information.	Student names, numbers, programme information via SITS.	n/a	Contract	n/a

Student Liaison and Engagement Officers (SLEOs), Learning Hub and academic staff	MyLTU Digital Register		All students - students access through the MyLTU app and check in their attendance. This replaces class/paper registers	student name and module	n/a	Contract	n/a
SLEOs, Learning Hub staff, academic staff and wider student support	JISC: Learner Analytics system		All students	Student name, student number, programme and modules, grades, attendance Moodle and panopto participation	n/a	Contract	n/a
Student Mental Health & Wellbeing, Student Support team, Money Advice, Learning Hub, Disability	Microsoft Bookings		Students	Students name, student number	n/a	Consent	n/a
Student Communications	Social Media Channels (Student audience)		Students	student social media handles (if they follow, share, tag and like posts, otherwise no student data shared)	n/a	Consent	n/a
Student Communications	Salesforce and Salesforce Marketing Cloud		Students	Student name, number, email address, programme records, modules, cases	n/a	Contract	n/a
Student Communications	Gecko		Students	Student name, number, email address, event bookings	n/a	Consent	n/a
Academic Skills Teaching	Assessment tracking		Students	Student name, number, programme, assessment grades	n/a	Contract	n/a
Academic Skills Teaching	Attendance data, records of any contact		Students	Student name, number, programme, attendance, notes relating to student interactions	n/a	Contract	n/a
Academic Skills Teaching	Assessment data, submissions, grades and feedback		Students	Student name, number, programme, assessment grades and feedback	n/a	Contract	n/a
Money Advice	Student Records (general)		Students	Case notes, monitoring of student cases	n/a	Contract	Consent
Trinity Fitness	Records		Membership - Students/public/staff	Name, address, email, mobile, landline, DOB, Gender, Health	Legend	Contract	Consent
Trinity Fitness	Records		Legend Bookings - Student/public/staff	Name, address, email, mobile, landline, DOB, Gender, Health	Legend	Contract	Consent
Trinity Fitness	Records		Students/public	Name, address, email, mobile, landline, DOB, Gender, Payment details	Harland (for payment details)	Contract	Consent
Trinity Fitness	Records		Membership forms of students/ public/staff	Name, address, email, mobile, landline, DOB, Gender, Health	n/a	Contract	Consent
Trinity Fitness	Records		Membership forms of Under 16 year olds	Name, address, email, mobile, landline, DOB, Gender, Health	n/a	Contract	Consent
Trinity Fitness	Records		Membership forms of Under 16 year olds	Name, address, email, mobile, landline, DOB, Gender, Health	n/a	Contract	Consent
Trinity Fitness	Security		Membership Cards -Students/public	Name and photo	n/a	Contract	n/a
Trinity Fitness	Records		Employees	Name, email, Phone numbers	RotaCloud	Contract	n/a
Trinity Fitness	Records		Public/Block booking invoice	Name, address, phone number, email address	n/a	Contract	n/a
Trinity Fitness	Records		Contact information for Staff members/class instructors	Name ,phone number, email.	n/a	Contract	n/a
Trinity Fitness	Records		P.O.S Cash till receipts	Name	n/a	Contract	n/a
Trinity Fitness	Records		P.O.S PDQ Record	Name, Amount, payment type	n/a	Contract	n/a
Trinity Fitness	Records		Marketing consent forms	Name, phone number, email address	n/a	Consent	n/a
Trinity Fitness	Records		Techno gym digital application- Personal Fitness Programmes	Health Data	Technogym	Consent	Consent
Trinity Fitness	Records		Wavier forms of PAYG/members	Name, address, email, mobile, landline, DOB, Gender, Health	n/a	Consent	Consent
Trinity Fitness	Records		SOP - Equipment Requisition Forms	Name, Staff/student ID number, mobile	n/a	Consent	Consent