

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

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	placement provider and/or employer as applicable	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)	Contract, Legal Obligation (OIA)	Consent
Academic Quality Office	Academic Appeals records	n/a	Students	Name, personal details, special category data, case notes and medical evidence	LTSU officer, OIA (if case is appealed)	Contract, Legal Obligation (OIA)	Consent
Academic Quality Office	Records of external examiner appointment	n/a	Applicants (for external roles), External Examiners	contact details, employment history, full CV, bank details	XXG	Contract	n/a
Academic Quality Office	Records of external panel members	n/a	Applicants (for external roles)	contact details, employment history, full CV, right to work documentation, bank details	n/a	Contract / Legal Obligation	Legal Obligation (Home Office rules, Immigration, Asylum and Nationality Act 2006)
Academic Quality Office	External Examiner Reports	n/a	External Examiners	Name and comments regarding modules / programmes.	QAA (if requested in audit)	Contract / Legal Obligation	n/a
Academic Quality Office	Records of PSRB activity	n/a	external	Names and contact details of assessors (if included in report)	n/a	Contract	n/a
Academic Quality Office	Review and approval documentation	n/a	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	n/a	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	n/a	Students	student comments	review (and approval) reports - external panel members	Legitimate Interest	n/a
Academic Quality Office	Definitive Programme Documents	n/a	Staff - module leader	name	staff/collaborative partners/students	Legitimate Interest	n/a
Academic Quality Office	Expense claim forms	n/a	external	External Examiner/External Approval panel members contact details, bank details	n/a	Contract	n/a
Academic Quality Office	Committee/Groups	n/a	Staff and Students' Union	Committee Papers	n/a	Legal Obligation	n/a
Chaplaincy	University Associated Contacts	n/a	Individuals	Contact details	n/a	Legitimate Interest	n/a
Chaplaincy	Student Engagement	n/a	Students	Contact details	n/a	Legitimate Interest and Consent	n/a
Chaplaincy	Chaplaincy news/bulletin/newsletter	n/a	individuals	Contact details	n/a	Legitimate Interest	n/a
Chaplaincy	University Associated Contacts	n/a	Individuals	Contact details	n/a	Legitimate Interest	n/a
Chaplaincy	Marriage Register	n/a	Individuals	Contact Details, father and mother's name, occupation, occupation of father	n/a	Legal Requirement, Legitimate Interest	n/a
Chaplaincy	Record of Conversation	n/a	Individuals	Contact details (name, email address, any information disclosed)	Police, Support Services, Social Services	Legitimate Interest	n/a
Chaplaincy	Record of Sacraments	n/a	Individuals	Contact details, father and mother's name, sponsor's name, Church, baptism date	Local Parish	Legal Requirement, Legitimate Interest	n/a
Chaplaincy	Youth 2000 Gap Year Information	n/a	Individuals	Contact Details, personal and special category data	Youth 2000	Contract and Legal Requirement	Consent
Estates & Facilities	Contractors Record	n/a	Contractors	Name, contact details	n/a	Contract	n/a
Estates & Facilities	Office Records	n/a	Staff, Students	name & contact details, Vehicle Registration	n/a	Contract	n/a
Estates & Facilities	Office Records	n/a	Students	Online Store Permit Receipts	n/a	Contract	n/a
Commercial	Office Records	n/a	External	Contact details	n/a	Contract	n/a
Accommodation	Office Records	n/a	Students	Contact details	n/a	Contract	n/a
Accommodation	Office Records	n/a	Students	special category data (health)	n/a	Contract	Consent
Executive Office	Committee/ Governors meetings	n/a	Staff, Students and governors	personal details, salary details, financial information relating to institution	n/a	Legitimate Interest	Consent
Executive Office	Governors Meeting	n/a	governors	Personal details	n/a	Legitimate Interest	n/a
Executive Office	Visiting Professional Associate	n/a	potential visiting professors	Personal details, CV	n/a	Consent	n/a
Executive Office	Address Database	n/a	external stakeholders, Honorary Fellow and governors	Personal details	n/a	Consent	n/a
Executive Office	Student Disciplinary records	n/a	Students	personal & special category data	n/a	Contract	n/a
Executive Office	Complaints	n/a	Staff and Students	complaints re. staff (not submitted to HR)	n/a	Contract	Consent
Finance	To bill Students for Fees & Accommodation	n/a	Student - Customer	Contact Details	n/a	Contract	n/a
Finance	To pay Students for Bursaries	n/a	Student - Supplier	Contact & bank details	n/a	Contract	n/a
Finance	To pay for expenses	n/a	Staff, student, external providers	Personal & Bank Details	n/a	Contract	n/a
Finance	Receive Funds via credit card	n/a	Accommodation, tuition fees	Name, part card no & expiry date	n/a	Contract	n/a
Payroll	To pay employees and external claimants	n/a	Staff & external claimants	Contact Details, personal data	n/a	Contract	n/a
Finance/Payroll	Change of Bank details	n/a	Staff, Students	Bank Details	n/a	Contract	n/a
Management Accounts	Budgeting	n/a	Staff	All data registered with Payroll	n/a	Contract	n/a
Management Accounts	European Funding return	n/a	Staff	All data registered with Payroll	n/a	Consent	n/a
Human Resources	Employment applications	n/a	Applicants for employment	Contact details, personal data	n/a	Consent	n/a
Human Resources	Employment applications	n/a	Applicants for employment	Employment History, Employment History, Referee details	n/a	Consent	n/a
Human Resources	Employment applications	n/a	Applicants for employment	special category data	n/a	Consent	Consent
Human Resources	Interview assessment notes	n/a	Applicants for employment	Name	n/a	Consent	n/a
Human Resources	Employment applications	n/a	Applicants for employment	Supporting Information	n/a	Legitimate Interests	n/a

Human Resources	Employment applications	n/a	Applicants for employment	Additional Application Documentation	n/a	Legitimate Interests	n/a
Human Resources	New Starter Information	n/a	Staff	New starter forms	n/a	Legitimate Interests	n/a
Human Resources	Employment Record	n/a	Staff	Contact details, personal data	n/a	Contract	n/a
Human Resources	Employment Record	n/a	Staff	Employment History, Employment History, Referee details	n/a	Contract	n/a
Human Resources	Employment Record	n/a	Staff	special category data	n/a	Contract	Consent
Human Resources	Employment Record	n/a	Staff	Pension membership	Pension administrators	Legal Requirement	n/a
Human Resources	Employment Record	n/a	Staff	Emergency contact details	n/a	Vital Interest	n/a
Human Resources	Employment Record	n/a	Staff	Employment records incl. special category data	n/a	Contract	Consent
Human Resources	Employment Record	n/a	Staff	National insurance	Pension administrators and HMRC	Legal Requirement	n/a
Human Resources	Employment Record	n/a	Staff	Tax, Student Loans, Court Orders	HMRC	Legal Requirement	n/a
Human Resources	Employment Record	n/a	Staff	Employment details, personal details, special category data if applicable	DocuSign	Consent	n/a
Human Resources - Health & Safety	Accident reporting	n/a	Staff, Students, member of the public	Health and Safety	n/a	Legitimate Interests	n/a
Human Resources - Health & Safety	Risk Assessments	n/a	Staff & Students	Health and Safety	n/a	Legal Requirement	n/a
Human Resources	Staff Benefits Software (Sodexo)	n/a	Staff	Staff name, payroll no and work email address	Sodexo	Legal Requirement	n/a
Human Resources/Partnership	Associate Staff through partnerships	n/a	Staff at partnerships	Partner associate staff name and email address	n/a	Legitimate Interests	n/a
Human Resources	Associate Staff (non partnerships)	n/a	Associates	Non partner associate staff name and email address	n/a	Legitimate Interests	n/a
Human Resources	GBG (DBS checks)	n/a	Staff	Staff name, personal email address, job title	relevant government agency	Consent	Consent, legal requirement
Human Resources	Staff Data Access Requests	n/a	Staff	Staff details	n/a	Legal Obligation	n/a
Institut for Childhood Studies	Teaching & Research	n/a	Staff & Students, research participants	contact details, timetabling, academic performance, extenuating circumstances	Schools in partnerships	Contract / public task	Consent
Marketing & Communications	Enquirer record	n/a	Enquirers	Name, contact details	n/a	Consent	n/a
Marketing & Communications	Marketing collateral	n/a	Current/Former Students and Staff	Photographs of individuals	Publishers and enquirers	Consent	n/a
Marketing & Communications/Student Recruitment	Enquirer record	n/a	Enquirers and Applicants	Dietary requirements, Disability	n/a	Consent	Consent
Marketing & Communications/Student Recruitment	Enquirer record	n/a	Enquirers	School/Educational Establishment, DOB	n/a	Consent	n/a
Marketing & Communications/Student Recruitment	Enquirer record	n/a	Applicants	Student Number	n/a	Consent	n/a
Corporate Communications	Alumni record	n/a	Alumni	Contact details, employment details	n/a	Consent	n/a
Leeds Trinity Education Network	School partnerships record	n/a	schools/colleges/universities/education partners that have an association with LTU	Contact details, employment details	n/a	Consent	n/a
Data Protection	Data Breach Report	n/a	Students, Staff, any other data subject linked to the university	name, contact details, possibly special category data	Regulatory bodies	Consent	Consent
Freedom of Information	FOI requests	n/a	FOI Requesters	name, contact details	relevant staff members	Consent	Consent
Planning and Information	Internal Management Information Reports	n/a	Students	personal and special category data	Relevant university staff	Legitimate Interests	Consent
Planning and Information	SQL Datasets	n/a	Students	personal and special category data	Not shared outside of the department	Legitimate Interests	Consent
Planning and Information	SQL Server Reporting Services Reports	n/a	Students	personal and special category data	Relevant university staff	Legitimate Interests	Consent
Planning and Information	Statutory data returns	n/a	Students	personal and special category data	Required regulatory body e.g. HESA, OfS, DfE.	Legal Obligations	Consent
Research (PhD/MbR)	Applicants	n/a	Students	personal details from formal UoL templates	n/a	Consent / Legitimate Interest	n/a
Research (PhD/MbR)	PGR student records	University of Leeds	PGR's	contact details, records relating to PGR studies	University of Leeds	Contract / Legal Requirement (RDAP)	n/a
Research (PhD/MbR)	PGR student records	University of Leeds	PGR's	PGR programme details and supervisor information	University of Leeds	Accreditation agreement with UoL	n/a
Research (PhD/MbR)	PGR's Expenses Claims	n/a	PGR's	financial records containing personal information	n/a	Contract	n/a
Research (PhD/MbR)	Viva expenses claims	n/a	External examiners	personal details	n/a	Contract	n/a
Research (PhD/MbR)	PGR student records	n/a	Stipends	financial records containing personal information	n/a	Contract	n/a
Research	Conference Funding	n/a	LTU Staff	financial records containing personal information	n/a	Contract	n/a
Research	Grant Activity	Grant provider	LTU Staff	Records of application and approved Grants	Grant provider,	Contract	n/a
Research	Reference requests	n/a	Staff, Students, external contacts	contacts details	n/a	Consent	n/a
SAC	Teaching & Research	n/a	Staff & Students, research participants	contact details, timetabling, academic performance, extenuating circumstances	Schools in partnerships	Contract / public task	Consent
SSHS	Teaching & Research	n/a	Staff & Students, research participants	contact details, timetabling, academic performance, extenuating circumstances	Schools in partnerships	Contract / public task	Consent
Student Administration	Student Record	n/a	Students	Name, contact details	Regulatory bodies	Contract	n/a
Student Administration	Student Record	n/a	Students	Passport style photograph	n/a	Contract	n/a
Student Administration	Student Record	n/a	Students	Highest qualification on entry	Regulatory bodies	Contract	n/a
Student Administration	Student Record	n/a	Students	Date of birth	Regulatory bodies	Contract	n/a
Student Administration	Student Record	n/a	Students	Gender	Regulatory bodies	Contract	n/a
Student Administration	Student Record	n/a	Students	Ethnicity	Regulatory bodies	Legal Obligation	Consent
Student Administration	Student Record	n/a	Students	Nationality	Regulatory bodies	Legal Obligation	n/a
Student Administration	Student Record	n/a	Students	Disability	Regulatory bodies	Legal Obligation	n/a
Student Administration	Student Record	n/a	Students	Religious Belief	Regulatory bodies	Legal Obligation	Consent
Student Administration	Student Record	n/a	Students	Sexual Orientation	Regulatory bodies	Legal Obligation	Consent
Student Administration	Student Record	n/a	Students	Care leaver status	Regulatory bodies	Legal Obligation	n/a
Student Administration	Student Record	n/a	Students	Emergency contact details	n/a	Consent	n/a
Student Administration	Student Record	n/a	Students	Student Occupation code	Regulatory bodies	Legal Obligation	n/a
Student Administration	Student Record	n/a	Students	Parental occupation code	Regulatory bodies	Legal Obligation	n/a

Student Administration	Student Record	n/a	Students	Programme/module details	Regulatory bodies	Contract	n/a
Student Administration	Student Record	n/a	Students	Academic Performance	Regulatory bodies	Contract	n/a
Student Administration	Student Record	n/a	Students	Examination attendance	Regulatory bodies	Contract	n/a
Student Administration	Student Record	n/a	Students	Submission of coursework	Regulatory bodies	Contract	n/a
Student Administration	Student Record	n/a	Students	Final degree award classification	Regulatory bodies	Legal Obligation	n/a
Student Administration	Student Record	n/a	Students	Student status and start and end dates	Regulatory bodies	Legal Obligation	n/a
Student Administration	Award Ceremony Record	n/a	Students	Name and award details	n/a	Contract	n/a
Student Administration	Mitigating Circumstances Application	n/a	Students	Name	n/a	Contract	n/a
Student Administration	Mitigating Circumstances Evidence	n/a	Students	Medical	n/a	Contract	n/a
Student Administration	Examination Invigilator Record	n/a	Invigilators	Contact details	n/a	Consent	n/a
Student Administration	Student Data Access Requests	n/a	Students	Student details	n/a	Legal Obligation	n/a
Learning Hub	Tutorial records	n/a	Students	Name, programme, level, personal records	n/a	Contract	n/a
Learning Hub	Attendance records	n/a	Students	Name, programme, level, reason for attendance	n/a	Contract	n/a
Disability Services	Student Record	n/a	Students	personal & special category data & records	n/a	Contract	Consent
Student Support Officer	Student Record	n/a	Students	name, contact details, case notes and student finance records	n/a	Contract	n/a
Student Adviser (Financial)	Student Record	n/a	Students	name, contact details, case notes and student finance records	n/a	Contract	Consent
Student adviser	Student Record (Care leavers Bursaries)	n/a	Students	name, contact details & associated records	n/a	Consent	Consent
Director of Student Services	Occasional case notes	n/a	Students and Staff	name & all case documentation	n/a	Consent	Consent
Counselling & Occupational Health	Case files	n/a	Students	Notes from meetings, cases	n/a	Consent	Consent
Student Liaison Officers (SLOs), Learning Hub and academic staff	Student Engagement App	n/a	Students	Name, programme, level, personal records	n/a	Contract	Consent
Trinity Fitness	Records	n/a	Students/public/Staff	Name, contact details, personal & special category data	n/a	Contract	Consent
Trinity Fitness	Member information	n/a	Personnal fitness programmes	Fitness programme	n/a	Consent	N/A
Trinity Fitness	Records	n/a	Staff/class instructors	Name & contact details	n/a	Contract	N/A
Trinity Fitness	Records	Craig Parnham PT	Students/public/Staff	Fitness programme	Craig Parnham PT	Legitimate Interest	N/A