**Legal Justifications for Processing – Student Records (including applicants and alumni)**

The following table records the legal justifications for processing of student personal data

| **Purposes of Processing** | **Article 6 (1)** | **Official Authority (2)** | **Legal obligation** | **Special Categories Article 9 (3)** | **Data Protection Act 2018 Schedule 1 Condition for processing(4)** |
| --- | --- | --- | --- | --- | --- |
| Absence management including sickness absence and leave | b,e | C3(m),(y)&(z),C9 |   | a,h,j | Sch.1, Pt.1, 2 – Health or Social care, 4 – Research/Statistics |
| Administer the financial aspects of studying e.g. payment of fees, rents and collection of debts owed | b,e | C3(s)&(n) |   |   |   |
| Administration and provision of education and training | b,e | C3(c),(y)&(z) |   |   |   |
| Administration of grants and loans (e.g. student loans, loans from the Student Loans Company and access loans) | b,e | C3(c),(y)&(z) |   |   |   |
| Administration of research and dissertations including ethical processes | b,e | C3(c),(q),(y)&(z) |   |   |   |
| Administration of the recruitment, application and admissions process | b,e | C3(h) |  | h,j | Sch.1, Pt.1, 2 – Health or Social care, 4 – Research/Statistics |
| Administration of visas and Home Office requirements | c |   | Complying with Home Office requirements underpinned by various pieces of legislation, the main one being the Immigration Act 1971 | b,g | Sch.1, Pt.2, 6(2) – Statutory and government purposes |
| Alumni events, including fund raising | a,f | C3(s)&16 |   |   |  |
| Analytics and Engagement (including profiling and location data) | f |  |  |  |  |
| Audit investigations | b,c,e | S7 |   |   |   |
| Compile records and statistics for research purposes, management information and to monitor equal opportunities policies | b,c,e | C3(a),(c)&(y) | Equality Act 2010 | g,j | Sch.1, Pt.1, 4 – Research/Statistics; Sch.1, Pt.2, 6 – Statutory and government purposes, 8 – Equality of opportunity or treatment |
| Criminal records/Disclosure Scotland/Protecting Vulnerable Groups checks for relevant students | c,e |  C3(m)&(y) | Protection of Vulnerable Groups (Scotland) Act 2007 |  | Article 10 based on Sch.1, Pt.1, 1 – Employment, social security and social protection, Pt.2, 10 – Preventing or detecting unlawful acts; 18 – Safeguarding individuals at risk |
| Employers or potential employers of current or former students | a |   |   |   |   |
| Exams, assessments and proctoring | b,e | C3(c) |  | g | Sch.1, Pt.2, 11 – Protecting the public against dishonesty, 12 – Regulatory requirements relating to unlawful acts and dishonesty |
| External debt collection agencies | b,e | C3(s) |   |   |   |
| External survey providers carrying out students surveys | a,b,e |   |   | g  | Sch.1, Pt.2, 8 – Equality of opportunity or treatment |
| Governance and legal requirements | b,c,e | S9(6)(a) |  | b,g,j | Sch.1, Pt.1, 4 - Research/Statistics, Pt.2, 6 – Statutory; 18 – Safeguarding individuals at risk |
| Handling disciplinary cases, complaints and appeals | b,c,e | C3(m)&C9(1) | SPSO Act 2002 | g,j | Sch.1, Pt.1, 4 – Research/Statistics; Sch.1, Pt,2, 6(2) – Statutory and government purposes, 10 – Preventing or detecting unlawful acts, 11 – Protecting the public against dishonesty (including criminal convictions) |
| Identification checks and ID cards | b,e | C3(y) |  |  |  |
| Including research student details in directories and on the website | b |   |   |   |  |
| Maintenance/testing of information systems | b,e | C3(a),(c)&(y) |   |   |  |
| Making external/statutory returns | c,e |  C3(y)&(z) | Equality Act 2010, condition of funding | j | Sch.1, Pt.1, 4 – Research/Statistics |
| Management and administration of University and privately-owned property (including accommodation services & car parking), | b,e,f | C3(n) |   | b,h,g | Sch.1, Pt.1, 2 – Health or social care; Sch.1, Pt.2, 6 – Statutory |
| Management of University services such as computing, library, student accommodation, careers service, web, sports centre | b,e | C3(a),(c)&(y) |   |   |   |
| Managing enquiries | a,b,e | C3(a),(b),(c)&(y) |   | a |   |
| Managing financial systems, budgeting, payments and receipts | b,e | S9(6)(a) |   |   |   |
| Managing membership of the Students' Union | c,e | C15 | Education Act 1994 (Section 22) |   |   |
| Managing scholarships, studentships and prizes | b,e | C3(o) |   |   |   |
| Monitoring compliance with the Equality Act 2010 | c |   | Equality Act 2010 | g,j | Sch.1, Pt.1, 4 – Research/Statistics, Sch.1, Pt.2, 6(2) – Statutory and government & 8 – Equality of opportunity or treatment |
| Monitoring Engagement | b,e,f | C3(c),(y)&(z) |  |  |  |
| Nomination and participation in award and accreditation schemes | f |  |  |  |  |
| Organising insurance | b,e | S9(6)(a) |   |   |   |
| Other administration relating to education and training of students  | b,e | C3(a),(c),(y)&(z) |   |   |   |
| Publicity and marketing including the use of images and photographs | a,b,e | C3(q) |   |   |  |
| Preventing and detecting crime e.g. by use of CCTV, including body worn cameras | f | C3(y)&(z) |  | b,e |   |
| Provide advice and support on academic, pastoral and any relevant funding matters | b,e | C3(y)&C9(1) |   |   |   |
| Providing information to professional bodies or sponsors e.g. the Law Society of Scotland, Scottish Social Services Council, Nursing & Midwifery Council | b,e | C3(k) |   | b,g,h,j | Sch.1, Pt.1, 2 – Health or social care & 4 – Research/Statistics,Sch.1, Pt.2, 6(2) – Statutory and government |
| Recording presentations, lectures and teaching & learning sessions (e.g. Listen Again, MS Teams) | b |  |  |  |  |
| Sports Centre Management System | b,f |  |  |  |  |
| The provision of advice and support to students, including health care services, welfare (including fitness to study), pastoral and academic services and careers guidance | a,b,e | C3(y)&C9(1) |   | a,b,g,h | Sch.1, Pt.1, 1- Social Protection, 2 – Health or social care, Sch.1, Pt.2, 6(2) – Statutory and government, 18 – Safeguarding individuals at risk (including criminal convictions) |
| To administer all aspects of the student interaction with the University e.g. admission, enrolment, supervision, attendance, assessment and graduation | b,e | C3(a),(c)&(y) |   | g (b,c,e,h,i,j) | Sch.1, Pt.1, 1-4, Sch.1, Pt.2, 6(2), 8, 10, 11, 17, 18 (including criminal convictions) |
| Transfer to other educational establishments or employers for the purposes of external study, placements or studying with partner institutions | b,e | C3(g),(h)&(k) |   | a,b,j | Sch.1, Pt.1, 4 – Research/Statistics   |
| Virtual event management | a,b |  |  |  |  |

Notes:

1. The Article 6 references refer to the paragraphs in Article 6(1) of the EU General Data Protection Regulation (GDPR).
2. The Official Authority references refer to relevant articles and paragraphs of the University of Stirling Charter (C) and Statutes (S) which provide official authority for the University to carry out particular processes
3. The Article 9 references refer to the paragraphs in Article 9(2) of the EU General Data Protection Regulation and provide justifications for processing Special Categories of Personal data. Special Categories are defined in Article 9(1) of GDPR.
4. In accordance with Part 2 Section 10 of the Data Protection Act processing of special categories of personal data based on Articles 9(1)(g) or Article 10 need to meet a Schedule 1 requirement