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Health Checks and Occupational Health Reports	All staff	Occupational Health Provider	To enable the University to make reasonable adjustments on commencement of employment by the University. For Occupational Health purposes and in compliance with obligations under equality legislation	Processing is necessary for performance of a contract between the University and the employee (Article 6(1)(b)); Processing is necessary for compliance with a legal obligation (Article 6(1)(c)). Processing is necessary to comply with health and safety legislation	Yes	Processing is necessary for carrying out obligations or exercising rights or obligations in employment or social security/protection as authorised by UK laws (Article 9(2)(b)); For occupational health information received outside of the normal health assessment the lawful basis for processing is Explicit Consent (Article 9(1)(a))	N/A	N/A	No	N/A	
31											
32	Contract extensions and FTCs	Relevant Employees	Employee	To record contractual variation	Processing is necessary for performance of a contract between the University and the employee (Article 6(1)(b))	No	N/A	Payroll	To fulfill employment contract	No	N/A
33	Sessional and temporary staff documentation including timesheets	Sessional and temporary employees	Employee/department	To record employment, hours worked and allow for payment	Processing is necessary for performance of a contract between the University and the employee (Article 6(1)(b))	No	N/A	Payroll/HR/Agency (where relevant)	To fulfill employment contract	No	N/A
34	Staff leave records (i.e. Annual leave and flexi time records)	All staff	Employee/department	To record and manage leave	Processing is necessary for performance of a contract between the University and the employee (Article 6(1)(b))	No	N/A	Payroll	To fulfill employment contract	No	N/A
35	Unpaid/Compassionate leave	Relevant Employees	Employee	To record, monitor, plan for and respond to absences	Processing is necessary for performance of a contract between the University and the employee (Article 6(1)(b))	Yes	Processing is necessary for carrying out obligations or exercising rights or obligations in employment or social security/protection as authorised by UK laws (Article 9(2)(b)); The University also has obligations to maintain records of sick pay	Payroll	To fulfill employment contract	No	N/A
36	Maternity/Paternity leave information	Relevant Employees	Employee	To record, monitor, plan for and respond to absences	Processing is necessary for performance of a contract between the University and the employee (Article 6(1)(b))	Yes	Processing is necessary for carrying out obligations or exercising rights or obligations in employment or social security/protection as authorised by UK laws (Article 9(2)(b)); The University also has obligations to maintain records of sick pay	Payroll	To fulfill employment contract	No	N/A
37	Sickness absence, doctors notes, self-certification forms	Employees	Employee	To comply with obligations as an employer in the management of employees suffering ill health, to monitor reasons for absences, to consider relevant Health and Safety issues arising and to assist in scheduling of employee time	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b)). Necessary for compliance with a legal obligation (Article 6(1)(c) - employment law, health and safety obligations	Yes	Processing is necessary for carrying out obligations or exercising rights or obligations in employment or social security/protection as authorised by UK laws (Article 9(2)(b))	Doctors notes are shared with the HR department for their records	N/A	No	No
38	Accident reports	Relevant Employees	Employee/Health and Safety Officer	To record health and safety issues	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b)). Necessary for compliance with a legal obligation (Article 6(1)(c) - employment law, health and safety obligations	Yes	Processing is necessary for carrying out obligations or exercising rights or obligations in employment or social security/protection as authorised by UK laws (Article 9(2)(b))	N/A	N/A	No	N/A
39	Salary sacrifice scheme records	Relevant Employees	Employee	To record salary sacrifice request	Processing is necessary for performance of a contract between the University and the employee (Article 6(1)(b))	No	N/A	Payroll	To fulfill employment contract	No	N/A
40	Certificates of sponsorship and VISA	Staff outside the EU	Employee	To comply with immigration legislation	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b)). Necessary for compliance with a legal obligation (Article 6(1)(c) - Right to Work and immigration legislation	Yes	Processing is necessary for carrying out obligations or exercising rights or obligations in employment or social security/protection as authorised by UK laws (Article 9(2)(b))	N/A	N/A	No	N/A
41	Staff case work	All staff	Employee, line manager, Head of Department, HR	To record the investigation of the matter and record outcomes	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	Yes	Explicit consent	May be shared with legal advisers, internal and external requestor	To provide the University with legal advice	No	N/A
42	References that the University provides	All staff	Line Managers, Head of Department, HR	To provide a reference for current employees to future employers, mortgage companies, lenders etc	Processing is necessary for the purposes of the legitimate interests of the University and other individuals, except where overridden by data protection rights and freedoms (Article 6(1)(f)). The University has a legitimate interest when receiving a reference request made on behalf of the data subject to process that request.	No	N/A	Requested on behalf of employee	No	Only transferred to another country if the employee is seeking employment there	
43	Leavers survey	Relevant Employees	Employee	To understand the reasons the employees leave, to identify trends and issues, and to enable the University to make improvements going forward. Where employees contracts have been terminated we keep records to ensure we can respond appropriately to any ongoing queries.	Processing is necessary for the purposes of the legitimate interests of the University and other individuals, except where overridden by data protection rights and freedoms (Article 6(1)(f)). The University and other individuals employed by the University have a legitimate interest in understanding the reasons the employees leave. The University also has a legitimate interest in holding appropriate records relating to potentially contentious decisions	Yes	Explicit consent (Article 9(2)(a))	Only anonymous statistical data is shared internally	No	N/A	
44	Minutes and notes of various meetings and groups (will record an individuals attendance and in some cases opinion)	Relevant Employees	Secretary of committee/group	To record internal discussion	Processing is necessary for the purposes of the legitimate interests of the University and other individuals, except where overridden by data protection rights and freedoms (Article 6(1)(f)). The University has a legitimate interest to make a record of its meetings	No	N/A	Internally. Unconfidential minutes of the major Boards and committees are subject to FOI requests. Minutes are also shared with external auditors where relevant	To comply with FOI legislation, to provide evidence to auditors	No	N/A
45	Photographs & video(when an individual is identified or can be easily identified)	Employee	Employee	For promotional material, press releases, staff notice boards, website	Explicit consent (Article 6(1)(a))	No	N/A	On the internet	For publicity	Yes	All when on the internet - employee to be made aware
46											
47	<b>Finance Records</b>										
48	Payroll	Employee	Employee/University	In order to pay the employee	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b)). Necessary for compliance with a legal obligation (Article 6(1)(c) - employment law and PAYE	No	N/A	HMRC	To comply with PAYE	No	N/A
49	P45	Staff leaving	Payroll	To confirm the employee's earnings at the end of their employment	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b)). Necessary for compliance with a legal obligation (Article 6(1)(c) - employment law and PAYE	No	N/A	HMRC	To provide HMRC with notification of change of employment	No	N/A
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51	<b>Training Records</b>										
52	Training records booked through Learn Upon	All staff	Employees	To enable the training provision and record what training staff have undertaken	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	No	N/A				
53	Training records through Lynda.com	All staff	Employees	To enable the training provision and record what training staff have undertaken	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	No	N/A				
54	Other staff training records	All staff	Employees/HR	To enable the training provision and record what training staff have undertaken	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	No	N/A	N/A	N/A	No	No
55	Staff attendance at induction events	All staff	Employees/HR	To ensure that all staff attend the appropriate induction training	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	No	N/A	N/A	N/A	No	no
56											
57	<b>Records relating to event/conference attendance and travel</b>										
58	Conference attendance records	Relevant staff	Employee/Dept Admin	To enable attendance at external events	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	no	N/A	The conference organisers	To facilitate the attendance at the event	Yes	Dependent on whether the event is held overseas
59	Overseas travel risk assessment data	Relevant staff	Employee/Dept/Finance	To allow a risk assessment to be made for insurance purposes	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	no	N/A	N/A	N/A	No	N/A
60	Passport data relating to overseas work related travel	Relevant staff	Employee	To enable travel arrangements to be made	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	no	N/A	Travel companies, airlines, in some cases conference organiser	To facilitate the attendance at the event	Yes	Various
61	Work related drivers questionnaire and database	Relevant staff	Employee	To ensure appropriate cover with University insurance and to allow employees to make expense claims	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	no	N/A	Insurers	To ensure sufficient cover	No	N/A
62	Motor Accident Reports	Relevant staff	Employee/Police/Insurers	Data held to manage any potential claims	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	No	N/A	Insurers	To manage any claims	No	N/A
63	Data held on the expenses system	Relevant staff	Employee	To enable staff to be recompensed for expenses incurred during the course of their work	Necessary for the performance of the contract between the University and the employee (Article 6(1)(b))	No	N/A	N/A	N/A	No	N/A

