

**Controller:** University of Worcester, Henwick Grove, Worcester WR2 6AJ  
**Data Protection Officer** Helen Johnstone, Head of Information Assurance, University of Worcester  
 Tel: 01905 855014, Email: infoassurance@worc.ac.uk

**RECORD OF PROCESSING: VISITOR DATA (including conference, event and summer school attendees, users of sports facilities, users of McClelland and other clinics at the University)**

Information about document retention periods can be sourced via this link: <https://www.worcester.ac.uk/informationassurance/records-management.html>.

Description of record/purpose data processed	About who	Where does the data come from	Why are we processing it?	What is our lawful basis for processing the data? (Article 6) - some or all may apply	Could any of the data be classed as special category data?	Additional lawful basis of processing special category data (Article 9) - Some or all may apply	Who do we share the data with?	Why do we share the data?	Is the data transferred to another country?	If yes, which country & details
CCTV (please see information on relevant webpage - <a href="https://www.worcester.ac.uk/informationassurance/74.html">https://www.worcester.ac.uk/informationassurance/74.html</a> )										
Visitor car parking information	Visitor	Visitor	In order to arrange appropriate car parking	Processing is necessary for the purposes of the legitimate interests pursued by the controller, except where such interests are overridden by the interests or fundamental rights and freedoms of the data (Article 6(1)(f))	No		No		No	
Databases & guest lists for conferences and various events	Individual	Individual & others (the individual should be asked if they are happy to be on the mailbase if the contact information has come from elsewhere)	In order to invite individual to various events and conferences organised by the University	Explicit Consent (Article 6(1)(a))	No		No		No	
Gym membership	Individual	Individual	In order to allow membership of the gym	Explicit Consent (Article 6(1)(a))	No		No		No	
<b>Specific Groups</b>										
Alumni - names and contact details	Alumnus	Alumnus/Student record system on graduation	In order to stay in contact with Alumni	Explicit Consent (Article 6(1)(a))	No		No		No	
Members of the Governing Body - names and contact details, c.v.	Governors	Governor	In order to manage the work of the governing body	Explicit Consent (Article 6(1)(a))	No		No		No	
Members of the College of Fellows - names and contact details, c.v.s	Fellows	Fellow	In order to confer the Fellowship and to manage the work of the College of Fellows	Explicit Consent (Article 6(1)(a))	No		No		No	
Recipients of honorary awards including honorary professors etc - names and contact details, c.v.s	Individual	Individual/Department	In order to confer the award and maintain a relationship with the individual	Explicit Consent (Article 6(1)(a));	No		No		No	
Contact details for various Press contacts	Individual	Individual/Publication	In order to maintain relationship	Explicit Consent (Article 6(1)(a))	No		No		No	
Membership of societies, associations and groups e.g. HDRC	Individual	Individual	In order to provide members with relevant updates, information about events etc	Explicit Consent (Article 6(1)(a))	No		No		No	
Work experience students from schools and colleges - depending on the arrangements being made but may include contact details, DOB, and health allergies	Individual	Individual/parent/school	In order to allow the individual to undertake work experience and to ensure that any necessary precautions are put in place in terms of safeguarding or allergies	Explicit Consent (Article 6(1)(a))	Yes - health allergies	Explicit Consent (Article 9(2)(a))	No		No	
<b>In relation to use of Specific Facilities</b>										
Event /Ticket Data for events held in any of the University's facilities or organised by the University elsewhere	Spectator/Attendee	Attendee	In order to facilitate attendance	Explicit Consent (Article 6(1)(a))	NO		No		No	
Client/Hirer data for bookings of any of the University's facilities	Client/Hirer	Client/Hirer	In order to facilitate bookings	Explicit Consent (Article 6(1)(a))	No		No		No	

Unitots (please see specific Privacy Notice available from Unitots)

**In relation to attendance at any clinics or classes (e.g. Legal Advice Centre, McClelland Centre, Sports Therapy Clinic etc, health and wellbeing classes)**

Client details (name, contact details, specific information relevant to the clinic (further details will be included on the specific clinic privacy notice)	Client	Client	In order to provide appropriate advice	Explicit Consent (Article 6(1)(a))	Yes	Explicit Consent (Article 9(2)(a))	No	No
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**Health & Safety**

Accident Report Forms	Individual	Individual/University Staff	In order to record the incident, take appropriate action and comply with legislation	Processing is necessary for the purposes of the legitimate interests pursued by the controller, except where such interests are overridden by the interests or fundamental rights and freedoms of the data (Article 6(1)(f))	yes	Processing is necessary for carrying out obligations or exercising rights or obligations as authorised by UK laws (Article 9(2)(9b))	No	No
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