Data Protection Register - Entry Details

Registration Number: Z8947127

Date Registered: 28 February 2005  Registration Expires: 27 February 2013

Data Controller: CITY UNIVERSITY

Address:

NORTHAMPTON SQUARE
LONDON
EC1V 0HB

This data controller states that it is a public authority under the
Freedom of Information Act 2000 or a Scottish public authority under the
Freedom of Information (Scotland) Act 2002

This register entry describes, in very general terms, the personal data being processed by:

CITY UNIVERSITY

This register entry contains personal data held for 12 purpose(s)

Purpose 1

Staff, Agent and Contractor Administration

Data Controllers further description of Purpose:

THE ADMINISTRATION OF PROSPECTIVE, CURRENT AND PAST EMPLOYEES INCLUDING SELF-EMPLOYED, CONTRACT PERSONNEL, TEMPORARY STAFF OR VOLUNTARY WORKERS; ADMINISTRATION OF NON-UNIVERSITY STAFF CONTRACTED TO PROVIDE SERVICES ON BEHALF OF THE UNIVERSITY; PLANNING AND MANAGEMENT OF DATA CONTROLLERS WORKLOAD OR

BUSINESS ACTIVITY;
OCCUPATIONAL HEALTH SERVICE;
ADMINISTRATION OF AGENTS OR OTHER INTERMEDIARIES;
PENSIONS ADMINISTRATION;
DISCIPLINARY MATTERS, INDUSTRIAL TRIBUNALS ETC;
STAFF TRAINING;
VETTING CHECKS.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers
Customers and clients
Suppliers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Previous and prospective employers of the staff and referees
Agents and contractors

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Goods or Services Provided
Racial or Ethnic Origin
Trade Union Membership
Physical or Mental Health or Condition
Offences (Including Alleged Offences)

CUSTOMER, CLIENT DETAILS (INCLUDING GOODS, SERVICES RECEIVED);
SUPPLIER DETAILS (INCLUDING GOODS, SERVICES PROVIDED).

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

RECIPIENTS OF UNIVERSITY SERVICES;
HIGHER EDUCATION STATISTICS AGENCY;
STUDENT UNION;
LEGAL REPRESENTATIVES.

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
Healthcare, social and welfare advisers or practitioners
Education, training establishments and examining bodies
Employees and agents of the data controller
Suppliers, providers of goods or services
Financial organisations and advisers
Survey and research organisations
Police forces
Local Government
Central Government
Purpose 2

Advertising, Marketing, Public Relations, General Advice Services

Data Controllers further description of Purpose:

THE IDENTIFICATION OF RECIPIENTS FOR UNIVERSITY SERVICES AND ADMINISTRATION  
OF PROMOTIONAL CAMPAIGNS;  
THE ADVERTISING AND PROMOTION OF THE UNIVERSITY AND ITS SERVICES INCLUDING  
BY DIRECT MARKETING MEANS;  
THE ADVERTISEMENT AND PROVISION OF GENERAL ADVICE TO MEMBERS OF THE PUBLIC  
ABOUT UNIVERSITY SERVICES;  
THE ADVERTISEMENT AND PROMOTION OF THE UNIVERSITY THROUGH THIRD PARTY  
PRODUCTS AND SERVICES E.G. FINANCIAL SPONSORSHIP;  
FUNDRAISING FOR THE UNIVERSITY AND OTHER ORGANISATIONS (EXCLUDING FUNDRAISING THROUGH ALUMNI).

Data subjects are:

Staff including volunteers, agents, temporary and casual workers  
Customers and clients  
Complainants, correspondents and enquirers  
Relatives, guardians and associates of the data subject  
Advisers, consultants and other professional experts  
Students and pupils  

PERSONS WHO MAY BE SUBJECT OF ENQUIRY, PRESS RELEASE OR OTHER  
PROMOTIONAL EXERCISE;  
DONORS AND FRIENDS OF THE UNIVERSITY.

Data classes are:

Personal Details  
Family, Lifestyle and Social Circumstances  
Education and Training Details  
Employment Details  
Physical or Mental Health or Condition
CUSTOMER, CLIENT DETAILS (INCLUDING GOODS, SERVICES RECEIVED);
SUPPLIER DETAILS (INCLUDING GOODS, SERVICES PROVIDED).

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

RECIPIENTS OF UNIVERSITY SERVICES;
STUDENT UNION.

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Trade, employer associations and professional bodies
The media
Trade unions and staff associations

Transfers:

Worldwide

Purpose 3

Accounts & Records

Purpose Description:

Keeping accounts related to any business or other activity carried on by the data controller, or deciding whether to accept any person as a customer or supplier, or keeping records of purchases, sales or other transactions for the purpose of ensuring that the requisite payments and deliveries are made or services provided by him or to him in respect of those transactions, or for the purpose of making financial or management forecasts to assist him in the conduct of any such business or activity

Data Controllers further description of Purpose:

THE ADMINISTRATION OF SUPPLIER RECORDS RELATING TO GOODS, ORDERS, SERVICES AND ACCOUNTS PROVIDED TO THE UNIVERSITY.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers
Suppliers
Advisers, consultants and other professional experts
Students and pupils

Data classes are:
Personal Details
Employment Details
Financial Details
Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves
Business associates and other professional advisers
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Auditors
Courts / Tribunals

Transfers:

Worldwide

Purpose 4

Education

Purpose Description:

The provision of education or training as a primary function or as a business activity.

Data Controllers further description of Purpose:

ADMINISTRATION OF EDUCATION AND TRAINING (E.G. REGISTRATION AND MONITORING, CALCULATION AND PUBLICATION OF EXAM RESULTS, PROVISION OF REFERENCES);
PROVISION OF EDUCATION AND TRAINING (E.G. PLANNING AND CONTROL OF CURRICULA AND EXAMS, COMMISSIONING, VALIDATING AND PRODUCING EDUCATIONAL MATERIALS, SANDWICH PLACEMENTS);
ADMINISTRATION OF APPLICATIONS (E.G. RECEIPT AND PROCESSING OF UCAS FORMS, COMPILATION OF STATISTICS, ASSESSMENTS INCLUDING PRELIMINARY AND CONFIRMED OFFERS, LIASON WITH UCAS);
PREPARATION OF DFEE RETURNS;
ADMINISTRATION OF STUDENT AWARDS AND FEES.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers
Suppliers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Students and pupils

AUTHORS, PUBLISHERS, EDITORS, ARTISTS AND OTHER CREATORS;
THIRD PARTIES PARTICIPATING IN COURSE WORK E.G. VOLUNTEERS,
PATIENTS,
SURVEY RESPONDENTS.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Racial or Ethnic Origin
Religious or Other Beliefs Of A Similar Nature
Physical or Mental Health or Condition
Offences (Including Alleged Offences)

STUDENT RECORDS;
SUPPLIER DETAILS (INCLUDING GOODS, SERVICES PROVIDED).

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

UCAS;
FUNDING COUNCILS;
HIGHER EDUCATION STATISTICS AGENCY;
STUDENT UNION.

Data subjects themselves
 Relatives, guardians or other persons associated with the data subject
 Current, past or prospective employers of the data subject
 Healthcare, social and welfare advisers or practitioners
 Education, training establishments and examining bodies
 Employees and agents of the data controller
 Suppliers, providers of goods or services
 Financial organisations and advisers
 Survey and research organisations
 Police forces
 Local Government
 Voluntary and charitable organisations
 The media
 Courts / Tribunals
 Department for education and employment

Transfers:

Worldwide
Purpose 5

Student and Staff Support Services

Data Controllers further description of Purpose:

ADMINISTRATION AND MANAGEMENT OF UNIVERSITY AND PRIVATELY OWNED PROPERTY (INCLUDING ACCOMMODATION SERVICES);
ADMINISTRATION OF GRANTS AND LOANS (E.G. STUDENT LOANS, LOANS FROM THE STUDENT LOAN COMPANY, ACCESS LOANS);
ADMINISTRATION AND PROVISION OF HEALTH CARE SERVICES;
ADMINISTRATION AND PROVISION OF LIBRARY SERVICES (INCLUDING MEMBERSHIP RECORDS, LOAN/HIRE RECORDS, INFORMATION AND DATABANK ADMINISTRATION);
TICKET ISSUE/RESERVATION SERVICES;
ADMINISTRATION AND PROVISION OF A STUDENT CARD;
ADMINISTRATION AND PROVISION OF WELFARE AND PASTORAL SERVICES;
CAREERS GUIDANCE;
ADMINISTRATION AND PROVISION OF COMPUTING FACILITIES

Data subjects are:

Staff including volunteers, agents, temporary and casual workers
Suppliers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Students and pupils
Business or other contacts
Landlords
Tenants

HEALTH PROFESSIONALS;
WELFARE AND PASTORAL PROFESSIONALS AND ADVISORS;
AUTHORS, CONSULTANTS, OTHER PROFESSIONAL EXPERTS;
SUBJECTS OF RESEARCH;
FINANCIAL SPONSORS.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Goods or Services Provided
Racial or Ethnic Origin
Religious or Other Beliefs Of A Similar Nature
Trade Union Membership
Physical or Mental Health or Condition
Sexual Life

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

STUDENT LOANS COMPANY LTD;
PRISON SERVICE;
PROBATION SERVICE;
STUDENT UNION;
PUBLIC UTILITIES.

Data subjects themselves
Current, past or prospective employers of the data subject
Healthcare, social and welfare advisers or practitioners
Education, training establishments and examining bodies
Business associates and other professional advisers
Employees and agents of the data controller
Financial organisations and advisers
Local Government
The media
Courts / Tribunals
Careers service
Department of social security
Landlords

Transfers:

Worldwide

Purpose 6

Research

Purpose Description:

Research in any field, including market, health, lifestyle, scientific or technical research.

Data Controllers further description of Purpose:

ACADEMIC RESEARCH OR STATISTICAL ANALYSIS IN ALL FIELDS, INCLUDING SCIENTIFIC,
TECHNICAL, HEALTH, SOCIAL, ECONOMIC OR MARKET RESEARCH;
IDENTIFICATION OF SUBJECTS FOR SURVEY OR ANALYSIS;
COLLECTION OR EXTRACTION OF DATA;
ANALYSIS, INTERPRETATION AND EVALUATION OF DATA;
OUTPUT/PRESENTATION OF RESULTS OR FINDINGS;
ADMINISTRATION OF RESEARCH FUNDING.

Data subjects are:
Staff including volunteers, agents, temporary and casual workers
Customers and clients
Suppliers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Patients
Students and pupils

SUBJECTS OF RESEARCH;
FINANCIAL SPONSORS.

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Goods or Services Provided
Racial or Ethnic Origin
Religious or Other Beliefs Of A Similar Nature
Trade Union Membership
Physical or Mental Health or Condition
Sexual Life
Offences (Including Alleged Offences)

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

PROVIDERS OF PUBLICLY AVAILABLE INFORMATION;
FINANCIAL SPONSORS.

Data subjects themselves
Education, training establishments and examining bodies
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Survey and research organisations
Customers and clients of the data controller for goods and services

Transfers:

Worldwide

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Purpose 7

Other Commercial Services

Data Controllers further description of Purpose:
THE PROVISION OF CONSULTANCY AND ADVISORY SERVICES; PROVISION OF CONFERENCE FACILITIES (E.G. LECTURE HALLS, ACCOMMODATION, CATERING ETC.); OTHER CHARGEABLE SERVICES (EXCLUDING TUITION FEES).

Data subjects are:

Staff including volunteers, agents, temporary and casual workers
Customers and clients
Suppliers
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Students and pupils

Data classes are:

Personal Details
Family, Lifestyle and Social Circumstances
Employment Details
Financial Details
Goods or Services Provided
Physical or Mental Health or Condition

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Debt collection and tracing agencies
Survey and research organisations
The media
Courts / Tribunals
Customers and clients of the data controller for goods and services

Transfers:

Worldwide

Purpose 8

Method 2

Data Controllers further description of Purpose:

PUBLICATION OF THE UNIVERSITY MAGAZINE

Data subjects are:
Staff including volunteers, agents, temporary and casual workers
Advisers, consultants and other professional experts
Students and pupils

Data classes are:

Personal Details

PHOTOGRAPHIC IMAGES; TEXT OF MAGAZINE ARTICLES.

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

STUDENTS AND PUPILS

Data subjects themselves
Business associates and other professional advisers
Employees and agents of the data controller
The media

Transfers:

Worldwide

Purpose 9

Crime Prevention and Prosecution of Offenders

Purpose Description:

Crime prevention and detection and the apprehension and prosecution of offenders.

Data Controllers further description of Purpose:

INCLUDES USE OF CCTV (THE USE OF CLOSED-CIRCUIT TELEVISION FOR THE MONITORING AND COLLECTION OF SOUND AND/OR VISUAL IMAGES FOR THE PURPOSE OF MAINTAINING THE SECURITY OF PREMISES, FOR PREVENTING CRIME AND FOR INVESTIGATING CRIME)

Data subjects are:

Customers and clients
Offenders and suspected offenders

MEMBERS OF THE PUBLIC.
THOSE INSIDE, ENTERING OR IN THE IMMEDIATE VICINITY OF THE AREA UNDER
SURVEILLANCE;

Data classes are:

- Personal Details
- Goods or Services Provided
- Offences (including Alleged Offences)
- Criminal Proceedings, Outcomes And Sentences.

SOUND AND/OR VISUAL IMAGES;
PERSONAL APPEARANCE AND BEHAVIOUR.

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

SECURITY ORGANISATIONS

Data subjects themselves
Business associates and other professional advisers
Employees and agents of the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Police forces

Transfers:

None outside the European Economic Area

Purpose 10

Method 2

Data Controllers further description of Purpose:

ALUMNI RELATIONS:
THE PROMOTION OF THE RELATIONSHIP BETWEEN THE UNIVERSITY
AND IT'S ALUMNI;
UNIVERSITY-RELATED FUNDRAISING INITIATIVES INVOLVING ALUMNI;
ADVERTISING AND PROMOTION OF ALUMNI EVENTS AND REUNIONS;
DISTRIBUTION OF UNIVERSITY MAILINGS (E.G. ALUMNI MAGAZINES,
NEWSLETTERS,
ANNUAL REPORTS) AND MESSAGE FORWARDING (WITHOUT
DISCLOSURE OF DATA);
THE PROMOTION OF BENEFITS AND SERVICES AVAILABLE TO ALUMNI
FROM THIRD PARTIES;
ELICITING NON-FINANCIAL SUPPORT (E.G. CAREERS ADVICE TO
STUDENTS, HELP WITH
STUDENT RECRUITMENT).

Data subjects are:
Staff including volunteers, agents, temporary and casual workers
Suppliers
Relatives, guardians and associates of the data subject
Students and pupils
Donors and lenders

ASSOCIATES, FRIENDS OF THE UNIVERSITY;
CUSTOMERS, CLIENTS OF THE UNIVERSITY.

Data classes are:

- Personal Details
- Family, Lifestyle and Social Circumstances
- Education and Training Details
- Employment Details
- Financial Details
- Goods or Services Provided
- Racial or Ethnic Origin

STUDENT RECORD.

Sources (S) and Disclosures (D) (1984 Act). Recipients (1998 Act):

- UNIVERSITY AFFILIATED/ASSOCIATED GROUPS;
- RECEIPIENTS OF UNIVERSITY SERVICES;
- STUDENT UNION.

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Employees and agents of the data controller
Suppliers, providers of goods or services
Financial organisations and advisers

Transfers:

Worldwide

Purpose 11

Health Administration and Services

Purpose Description:

The provision and administration of patient care.

Data subjects are:

- Staff including volunteers, agents, temporary and casual workers
- Relatives, guardians and associates of the data subject
- Patients
- Students and pupils
Data classes are:

- Personal Details
- Family, Lifestyle and Social Circumstances
- Education and Training Details
- Employment Details
- Financial Details
- Goods or Services Provided
- Racial or Ethnic Origin
- Physical or Mental Health or Condition

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

- Data subjects themselves
- Relatives, guardians or other persons associated with the data subject
- Current, past or prospective employers of the data subject
- Healthcare, social and welfare advisers or practitioners
- Education, training establishments and examining bodies
- Survey and research organisations
- Central Government

Transfers:

None outside the European Economic Area

Purpose 12

Administration of Membership Records

Purpose Description:

The administration of membership records.

Data subjects are:

- Staff including volunteers, agents, temporary and casual workers
- Customers and clients
- Complainants, correspondents and enquirers
- Students and pupils

Data classes are:

- Personal Details
- Employment Details
- Financial Details
- Goods or Services Provided
- Physical or Mental Health or Condition

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Healthcare, social and welfare advisers or practitioners
Financial organisations and advisers

Transfers:

None outside the European Economic Area

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