

Kingston University Record of Processing Activity

Introduction

Kingston University recognises its responsibility to document our processing activities. This document describes our personal data processing at a high level and refers to detailed documents of processing activity, privacy notices and relevant policies.

Purposes of processing

We process personal data in order to:

- Meet legal and statutory obligations, such as compliance with tax and immigration laws
- Deliver on employment contracts, such as making salary payments and enabling staff to undertake their roles in teaching, research and administration
- Deliver on student contracts, such as managing admissions, delivering learning and teaching, and providing access to University services, facilities and support
- Maintain relationships with alumni, affiliates, donors and friends
- Carry out research
- Engage with business and knowledge exchange stakeholders
- Promote our services.

Categories of personal data

We hold personal data on:

- Job applicants, employees and workers, ex-employees and workers
- Student enquirers, applicants, enrolled students, alumni
- Affiliates including contractors, collaborative partner staff, honorary staff
- Donors and friends
- Prospective and current business customers
- Suppliers
- Media contacts
- Relatives, guardians and emergency contacts
- Visitors, travel guests and members of the public
- Placement providers and degree apprenticeship employers

- Community groups, businesses, local governments, charities, members of parliament
- Landlords
- School/college teachers
- Referees.

The types of personal data include:

- Personal and contact information
- Identity documentation e.g. passport
- Education and employment history, qualifications
- Course and award
- Assessment, appeals, mitigating circumstances, complaints and conduct
- Queries and service usage
- Submitted work, feedback and grades
- Contract information, salaries, benefits, advances and expenses
- Case history, absence, performance, compensation and benefits, learning and development
- Survey responses
- Financial information, bank account, payment card
- Travel and accommodation
- Loans, and debts
- Supplier payments
- SEN and care status
- Career profile and published work
- Photos/images
- Special category data
- Criminal offence data.

Recipients

Personal data may be shared with:

- Employers and agents
- Higher Education Statistics Agency, Education and Skills Funding Agency, Office for

Students, AdvanceHE, UCAS, Student Loans Company

- Research England/UKRI, funding bodies and collaborators, British Library
- Financial institutions, tenancy agents, courts, debt collection and tracing agency
- Software suppliers, accommodation providers, consultancies, delivery partners, survey companies, external learning providers, library service providers, benefits providers
- Collaborative partner institutions, training partnership organisations, placement providers, project creators, partner institutions
- General public, media, journalists and researchers
- Central and local government, HMRC
- Police forces and emergency services, Health & Safety Executive
- Legal advisers, insurers and auditors.

International transfers

Kingston University has relationships with institutions and agencies outside of the UK which encourage and facilitate international learning and research. Where we transfer personal data outside of the UK as part of these relationships, we have contracts and other appropriate safeguards in place to govern this processing.

Retention

Personal data is held only as long as is necessary to fulfil the stated purpose. The majority of student and employee personal data is held for 6 years after the end of study or employment.

For more information, see the retention schedule in the [Information Regulations](#) section of the University website.

Security

Data security is a priority for the university and the University will use appropriate technical and organisational measures in accordance with the university's IT policies and related Codes of Practice to safeguard personal data, and to protect against unlawful or unauthorised access or processing, and against accidental loss, damage, or destruction.

Further information

Further detail on the personal data that we process can be found in our Record of Processing Activity table.

Relevant policies and documentation can be viewed in the [Information Regulations](#) section of

the University website.

Who to contact

If you have any queries about this Record of Processing Activity or how we process personal data please contact dataprotection@kingston.ac.uk.