### Title
University of St Andrews, legal basis for processing personal data

### Author
Head of Information Assurance and Governance

### Approved by
Chief Legal Officer

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v1.1

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Data Protection

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GDPR, DPA 2018

### Confidentiality
Public

### Version Control Table

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Purpose / Changes</th>
<th>Author</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Approved document</td>
<td>C Milne, Head of Information Assurance and Governance</td>
<td>03 January 2018</td>
</tr>
<tr>
<td>1.1</td>
<td>Minor updates: award ceremonies updated</td>
<td>C Milne, Head of Information Assurance and Governance</td>
<td>12-Feb-18</td>
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</tbody>
</table>
STUDENT ADMINISTRATION

Student Recruitment
The activities involved in recruiting students to the institution.
Activities include: designing and conducting student recruitment campaigns; designing and organizing student recruitment events (e.g. open days and recruitment fairs); designing and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and selection data.

Student Admission
The relevant (enacting) legislation for the performance of a task having respect to making offers of admission to persons applying for admission to the University for the purpose of attending the institution (first degrees). Consent required (pre-application stage) e.g. visiting day marketing and administration.

Consent required (application stage) e.g. providing additional information.

STUDENT ADMINISTRATION

Student Progress Administration
The activities involved in admitting students to the institution (first degrees).
Activities include: determining and applying admissions criteria; handling applications for admission; administering the clearing process; monitoring overall student numbers. The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Induction
The activities involved in admitting students to the institution.
Activities include: 1) compiling and maintaining student records (including validating evidence of awards which include payment of fees); 2) providing information and advice on funding opportunities for students; 3) issuing student identification cards.

The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Records Administration (white admitted)
The activities involved in registering students in academic programmes.
Activities include: advising students on selection of programmes; handling applications for admission; administering the clearing process; monitoring overall student numbers. The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Records Administration (following graduation or termination of study)
Maintenance of the "core" student record to evidence academic achievement and aid corporate memory. The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Progress Administration
The activities involved in recruiting students to the institution.
Activities include: advising students on selection of programmes; handling applications for admission; administering the clearing process; monitoring overall student numbers. The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Academic Appeal Handling
The activities involved in handling appeals by students against academic decisions. Activities include: reviewing students' original marks; considering mitigating circumstances; informing students of decisions on appeals.

The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Admissions
The activities involved in admitting students to the institution.
Activities include: determining and applying admissions criteria; handling applications for admission; administering the clearing process; monitoring overall student numbers. The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Induction
The activities involved in designing and organizing induction programmes for new students.
Activities include: developing student induction programmes (e.g. Fresher's Week); organizing programmed events; recruiting and organizing staff and students to lead and support programmed events. The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Records Administration (white admitted)
The activities involved in 1) compiling and maintaining complete and accurate records of the progress, attainment and conduct of students throughout their relationship with the institution 2) making students' records, and aggregated student data and analyses available to departments to support other institutional activities.
Activities include: putting students records for new students; collecting data and updating student records in accordance with institutional rules and regulations (e.g. data on criminal convictions); conducting standard analyses of data on students; conducting ad hoc analyses of data to meet specific requirements; distributing student records, and aggregated data and analyses, to departments in accordance with institutional rules and regulations and in compliance with legal restriction on the collection, handling and use of personal data; producing transcripts for current students; confirming awards and providing general references for students; conducting Flexe Destination Surveys.

The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Progress Administration
The activities involved in assessing changes to programmes of study and ensuring that correct procedures are followed.
Activities include: maintaining academic records; initiating and monitoring unsatisfactory academic performance and progress; initiating transfers to new programmes and changes of modules within programmes; notifying students that they have satisfied institutional regulations for awards; admitting withdrawn from the institution; administering terminations of programmes.

The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Academic Appeal Handling
The activities involved in conducting disciplinary proceedings against students for alleged/proven breaches of the institution's academic regulations or for misconduct.
Activities include: investigating allegations against students; informing students of disciplinary decisions and imposing penalties; considering appeals by students against disciplinary decisions or penalties imposed.

The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.

STUDENT ADMINISTRATION

Student Progress Administration
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STUDENT ADMINISTRATION

Student Records Administration (following graduation or termination of study)
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Academic Programme Administration
Academic Programme Co-ordination
The activities involved in co-ordinating the delivery of academic programmes.
Activities include: remaking teaching; compiling class lists and timetables; scheduling the academic calendar; marking and return of assessed work; monitoring compliance with these schedules; ensuring required work placements; issuing attendance certificates for postgraduate research students.

The relevant (enacting) legislation for the performance of a task having respect to the exercise of official authority vested in the controller (1(c)), as appropriate.
The activities involved in administering the conferment of the institution's academic awards, including the recording of postgraduate degrees, postgraduate certificates, postgraduate diplomas, Doctor of Languages, Doctor of Philosophy, Master of Philosophy, Master of Research, Master of Science, Degree of Masters of Letters, Doctor of Science etc.; the relevant enacting legislation being The Universities (Scotland) Act 1966, Section 3. The associated University resolutions being: 1970, No.10; 1974, No.3, 1994, No.1; 2000, No. 4; 2001, No. 3; 2003, No.1; 2002, No. 2; 2008, No. 3, 2008, No. 4; 2011, No. 1; 2012; No.1, 2013, No.2; 2014, No.1; 2015, No.1; 2016, No.1; and 2016, No.3.

The activities involved in administering the award of prizes
The functions being all those which relate to the University making the award of undergraduate degrees, postgraduate degrees, postgraduate diplomas, Doctor of Languages, Doctor of Philosophy, Master of Philosophy, Master of Research, Master of Science, Degree of Masters of Letters, Doctor of Science etc.; the relevant enacting legislation being The Universities (Scotland) Act 1966, Section 3. The associated University resolutions being: 1970, No.10; 1974, No.3, 1994, No.1; 2000, No. 4; 2001, No. 3; 2003, No.1; 2002, No. 2; 2008, No. 3, 2008, No. 4; 2011, No. 1; 2012; No.1, 2013, No.2; 2014, No.1; 2015, No.1; 2016, No.1; and 2016, No.3.

The activities involved in administering the allocation of
The relevant (enacting) legislation for the performance of a task/exercise of official authority vested in the controller (1)(a) i.e. award confrerment, maintaining a record of graduation as part of the General Council Register Article 6, 1(c) Legal obligation and Article 6 Consent 1(a) for publication of award details in media and related outlets, as appropriate.

The activities involved in processing applications for
The relevant (enacting) legislation for the performance of a task/exercise of official authority vested in the controller (1)(a) i.e. award confrerment, maintaining a record of graduation as part of the General Council Register Article 6, 1(c) Legal obligation and Article 6 Consent 1(a) for publication of award details in media and related outlets, as appropriate.

The relevant (enacting) legislation for the performance of a task/exercise of official authority vested in the controller (1)(a) i.e. award confrerment, maintaining a record of graduation as part of the General Council Register Article 6, 1(c) Legal obligation and Article 6 Consent 1(a) for publication of award details in media and related outlets, as appropriate.

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<table>
<thead>
<tr>
<th>PRIZE</th>
<th>DESCRIPTION</th>
<th>RELEVANT LEGISLATION</th>
</tr>
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<tbody>
<tr>
<td>The Miller Prize</td>
<td>Awarded to the most distinguished student in the Faculties of Arts and Science who has taken his or her degree during the year.</td>
<td>The relevant enacting legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889, s.21, when read with the University of St Andrews Act 1959, the associated University resolution being NO.485 (ST ANDREWS NO.83).</td>
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