

Title	University of St Andrews, legal basis for processing personal data
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Approved by	Chief Legal Officer
Approval date(s)	03 January 2018
Review date	01 December 2018
Version	v1.1
Document type	
Activity/Task	Data Protection
Keywords	GDPR, DPA 2018
Document location	
Confidentiality	Public

Version Control Table

Version Number	Purpose / Changes	Author	Date
1.0	Approved document	C Milne, Head of Information Assurance and Governance	03 January 2018
1.1	Minor updates: award ceremonies updated	C Milne, Head of Information Assurance and Governance	12-Feb-18

FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESSING (ARTICLE 6 OR ARTICLE 9)
ESTATE MANAGEMENT	Property Acquisition	The activities involved in acquiring ownership or use of land or buildings through purchase, transfer, donation, lease or rental.				The relevant (enacting) legislation for the performance of a task/exercise of official authority being The Universities (Scotland) Act 1966 and paragraph 1 of Part 1 of Schedule 2 to that Act, The associated University ordinance being: ORDINANCE NO.119 ADDITIONAL REGULATIONS AS TO THE ADMINISTRATION AND FINANCES OF THE UNIVERSITY i.e. to purchase, sell, take on feu, exchange, grant and accept leases of land, buildings and other property, whether heritable or moveable, real or personal, whether within or outwith the United Kingdom, and to enter into contracts and agreements of every type and description relating to the development, refurbishment and maintenance of all such land and buildings.	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
ESTATE MANAGEMENT	Property Maintenance	The activities involved in maintaining land and buildings.	Activities include: conducting general inspections; establishing and implementing planned maintenance programmes; carrying out reactive maintenance; conducting inspections to determine the presence and condition of hazardous materials (e.g. asbestos); carrying out decontamination works.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
ESTATE MANAGEMENT	Property Disposal	The activities involved in disposing of land and buildings which are no longer required through sale, transfer, termination of lease, auction, donation or demolition.	Activities include: obtaining valuations; undertaking surveys.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
ESTATE MANAGEMENT	Property Security Management	The activities involved in protecting land and buildings from accidental or intentional damage and in preventing unauthorised access.	Activities include: conducting security inspections; conducting routine surveillance operations (e.g. guarding, patrol and CCTV surveillance) to prevent and detect unauthorised access; responding to, and investigating, security breaches or incidents.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Consent 1(a) where an individual makes a subject access request or exercises another right available to them or Compliance with a legal obligation 1(c) where processing is required by legislation
ESTATE MANAGEMENT	Property Leasing-out	The activities involved in leasing land and buildings to third parties.				The relevant (enacting) legislation for the performance of a task/exercise of official authority being The Universities (Scotland) Act 1966 and paragraph 1 of Part 1 of Schedule 2 to that Act, The associated University ordinance being: ORDINANCE NO.119 ADDITIONAL REGULATIONS AS TO THE ADMINISTRATION AND FINANCES OF THE UNIVERSITY i.e. to purchase, sell, take on feu, exchange, grant and accept leases of land, buildings and other property, whether heritable or moveable, real or personal, whether within or outwith the United Kingdom, and to enter into contracts and agreements of every type and description relating to the development, refurbishment and maintenance of all such land and buildings.	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
ESTATE MANAGEMENT	Space Management	The activities involved in allocating space and in monitoring and reviewing space utilisation.	Activities include: conducting space audits; monitoring the utilisation of space, ensuring compliance with legislation.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
FACILITIES MANAGEMENT	Facilities Security Management	The activities involved in protecting facilities from accidental or intentional damage and in preventing unauthorised access.	Activities include: conducting security inspections; conducting routine surveillance operations (e.g. guarding, patrol and CCTV surveillance) to prevent and detect unauthorised access; responding to, and investigating, security breaches or incidents.			Contract for personal data processing of students and staff when determining whether University policy and/or regulation may have been breached or otherwise. The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Performance of a task carried out in the public interest 1(e), as appropriate.

FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESSING (ARTICLE 6 OR ARTICLE 9)
FINANCE MANAGEMENT	Financial Accounting	The activities involved in processing, recording, classifying and analysing financial transactions between the institution and third parties, and between the institution and its employees.	Activities include: accounting for income; accounting for expenditure; accounting for payments (other than salaries) to employees; accounting for payments to honorary appointees and other third parties.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
FINANCE MANAGEMENT	Statutory Accounting	The activities involved in preparing the institution's statutory accounts.				The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1966, s.12 - Annual report and financial statements.	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
FINANCE MANAGEMENT	Funding Management	The activities involved in administering the institution's <i>income</i> .	Activities include: acknowledging receipt of funds; monitoring the use of funds and ensuring compliance with terms and conditions of funding; preparing reports and other information on the use of funds for funding providers.	<i>Income</i> includes: funding allocated by HE funding councils for teaching, research and other purposes; research grants; research contract income; income from provision of other commercial services; income from endowments and trusts; donations; interest earned on cash balances and investments; fee income from short courses; income from sponsorship.		Reporting on performance of a contract e.g. externally funded research.	Article 6, Contract 1(b) and/or Article 6,
FINANCE MANAGEMENT	Financial Planning & Budgeting	The activities involved in forecasting the institution's income, planning the utilisation of these resources and setting and managing budgets.	Activities include: setting budgets (at corporate level and for individual business units); monitoring actual against planned expenditure. Use of employee details/data in Workforce planning			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
FINANCE MANAGEMENT	Payroll Administration	The activities involved in administering the institution's employee payroll.	Activities include: processing statutory payroll deductions; authorising and processing non-statutory and elective payroll deductions; transferring payroll payments; notifying employees of their employment-related tax liabilities.			Legislative compliance surrounding tax law etc.	Article 6, Legal obligation 1(c) and/or Article 6, Contract 1(b), as appropriate.
FINANCE MANAGEMENT	Tax Management	The activities involved in managing the institution's tax affairs.	Activities include: preparing and filing tax returns; managing the institution's obligations for collecting and paying VAT on goods and services.			Legislative compliance surrounding tax law etc.	Article 6, Legal obligation 1(c) and/or Article 6, Contract 1(b), as appropriate.
HUMAN RESOURCES MANAGEMENT		The function of managing the institution's workforce and its contractual relationship with individual <i>employees</i> .		<i>Employees</i> means people employed directly by the institution on permanent or fixed-term contracts.		Contract of employment. Some areas of HR management will fall within the public task e.g. Professorial appointments.	Article 6, Contract 1(b) and/or Article 6, Performance of a task carried out in the public interest 1(e), as appropriate.
HUMAN RESOURCES MANAGEMENT	Workforce Planning	The activities involved in identifying the workforce competencies and numbers required to implement the institution's strategic plan and determining how to meet these requirements.	Activities include: analysing the size, composition, structure and competencies of the institution's workforce; reporting on the composition of the institution's workforce to regulators; developing role (job) descriptions and conducting role evaluations to assign roles to grades/bands in a salary structure.		More information about the process of defining, analysing and evaluating roles using Higher Education Role Analysis (HERA) can be found at http://www.hera.ac.uk	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University." (subject to conditions laid down by that legislation; And Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Performance of a task carried out in the public interest 1(e), as appropriate.
HUMAN RESOURCES MANAGEMENT	Workforce Recruitment	The activities involved in recruiting employees to fill vacant positions.	Activities include: authorising recruitment; advertising vacancies; handling enquiries about vacancies; processing employment applications; reviewing and responding to unsolicited applications for employment.			Contract of employment. Some areas of HR management will fall within the public task e.g. Professorial appointments.	Article 6, Contract 1(b) and/or Article 6, Performance of a task carried out in the public interest 1(e), as appropriate.
HUMAN RESOURCES MANAGEMENT	Workforce Induction	The activities involved in developing and implementing induction programmes for new employees.	Activities include: developing general and role-specific induction programmes; administering induction programmes to ensure that all new employees complete the required programme.			Contract of employment.	Article 6, Contract 1(b).
HUMAN RESOURCES MANAGEMENT	Workforce Training & Development	The activities involved in providing training and development opportunities for employees.	Activities include: identifying and analysing training and development needs; identifying and evaluating ways of meeting these needs; developing/selecting training and development programmes; monitoring take-up of training and development programmes; collecting and analysing feedback on training and development programmes; measuring the impact of training and development programmes.			Contract of employment in the main, there may be legal obligations to provide some types of training.	Article 6, Contract 1(b) and/or Article 6, Legal obligation 1(c), as appropriate.

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HUMAN RESOURCES MANAGEMENT	Workforce Performance Management	The activities involved in monitoring employee performance.	Activities include: designing methods of measuring performances; conducting and analysing performance assessments.			Contract of employment. The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University." (subject to conditions laid down by that legislation; And Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University.	Article 6, Contract 1(b) and/or Article 6, Performance of a task carried out in the public interest 1(e), as appropriate.
HUMAN RESOURCES MANAGEMENT	Workforce Relations Management	The activities involved in managing the institution's relationship with its workforce.	Activities include: developing and implementing mechanisms for communicating with, and consulting, the workforce; conducting workforce surveys and reviewing and responding to the results.			Consent may be required for the administration of some questionnaires	Article 6, Contract 1(b) and Article 6, Consent 1(a), as required.
HUMAN RESOURCES MANAGEMENT	Employee Contract Management	The activities involved in managing the institution's contractual relationships with individual employees.	Activities include: maintaining complete and accurate records of individual employees' recruitment, induction, performance, discipline, training and development, occupational health and welfare, leave, pensions and termination; providing employment references for current and former employees.			Contract of employment. Some areas of HR management will fall within the public task e.g. Professorial appointments.	Article 6, Contract 1(b) and/or Article 6, Performance of a task carried out in the public interest 1(e), as appropriate.
FINANCE MANAGEMENT	Pension Contributions Administration	The activities involved in administering payments of the institution's employers' and employees' contributions to <i>pension schemes</i> .	For University administered pension schemes - determining conditions and benefits			The relevant (enacting) legislation for the performance of a task/exercise of official authority being The Universities (Scotland) Act 1966, Schedule 2, Part III, paragraph 7 i.e. To determine the conditions and the scale on which pensions may be granted to the principal, professors, readers, lecturers and other University officers.	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
FINANCE MANAGEMENT	Pension Contributions Administration	The activities involved in administering payments of the institution's employers' and employees' contributions to <i>pension schemes</i> .		<i>Pension schemes</i> includes: Universities Superannuation Scheme; Teachers' Pension Scheme (in England); Scottish Teachers' Superannuation Scheme (in Scotland); Local Government Pension Scheme.			Article 6, Contract 1(b) and/or Article 6 and/or Article 9, Obligations in the field of employment, social security and social protection law 2(b).
INFORMATION COMPLIANCE MANAGEMENT		The function of ensuring that the institution complies with <i>legislation on access to information</i> .				Data Protection Act 1998; Freedom of Information (Scotland) Act 2002; Environmental Information (Scotland) Regulations 2004.	Article 6, Legal obligation 1(c).
INFORMATION COMPLIANCE MANAGEMENT	Data Protection Compliance	The activities involved in complying with legislation on data protection.				Data Protection Act 1998.	Consent 1(a) where an individual makes a subject access request or exercises another right available to them or Compliance with a legal obligation 1(c) where processing is required by legislation.
INFORMATION COMPLIANCE MANAGEMENT	Data Protection Compliance	Transfer of personal data and/or special characteristics of personal data for the purposes of crime prevention and detection.	Activities include: validating and responding to (approved) requests for personal data by the Police and other authorities.			Fair and lawful transfer through application via the provisions available at section 29(3) Data Protection Act 1998.	Article 6, Legal obligation 1(c).
INFORMATION COMPLIANCE MANAGEMENT	Freedom of Information Compliance	The activities involved in complying with legislation on freedom of information.	Activities include: developing, publishing and maintaining the institution's Publication Scheme; handling requests for information held by the institution.			Freedom of Information (Scotland) Act 2002.	Article 6, Legal obligation 1(c).
INFORMATION COMPLIANCE MANAGEMENT	Environmental Information Compliance	The activities involved in complying with legislation on access to environmental information.	Activities include: handling requests for environmental information held by the institution.			Environmental Information (Scotland) Regulations 2004.	Article 6, Legal obligation 1(c).
RECORDS MANAGEMENT	Records Disposal	The activities associated with disposing of redundant records.	Activities include: authorising disposal of redundant records; preparing redundant records for disposal.			Data Protection Act 1998.	Article 6, Legal obligation 1(c)
ARCHIVES MANAGEMENT		The function of managing the institution's <i>archives</i> .		<i>Archives</i> means records (see Records Management) which are preserved permanently because of the enduring value of the information they contain or the evidence they provide of the institution's functions and activities.		NB legal basis for processing personal data not required where individual is not a natural person i.e. they are deceased.	Article 6, Legal obligation 1(c) and Article 9, Necessary for Archiving purposes in the public interest 2(1)(j), as appropriate.

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ARCHIVES MANAGEMENT	Archives Acquisition	The activities involved in acquiring archives.	Activities include: receiving and appraising archives, and returning or otherwise disposing of unwanted material.		For materials volunteered to the University.		Article 6, Legal obligation 1(c), Article 6, Performance of a task carried out in the public interest 1(e) and/or Article 9, Necessary for Archiving purposes in the public interest 2(1)(j), as appropriate
ARCHIVES MANAGEMENT	Archives Acquisition	The activities involved in acquiring archives.	Activities include: receiving and appraising archives, and returning or otherwise disposing of unwanted material.		For records of former students and staff.		Article 6, Legal obligation 1(c), Article 6, Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller 1(e) and/or Article 9, Necessary for Archiving purposes in the public interest 2(j), as appropriate.
ARCHIVES MANAGEMENT	Archives Access Control	The activities involved in controlling access to archives.	Activities include: devising access control systems; supervising access to archives under controlled conditions.		For external readers, a form of contract will be in place (akin to external Library membership). For staff the contract of employment will apply.		
ARCHIVES MANAGEMENT	Archives Disposal	The activities involved in de-accessioning and disposing of archives.	Only for information pertaining to identifiable, living individuals.			Destruction of records securely as per DPA or GDPR.	Article 6, Legal obligation 1(c).
COLLECTIONS MANAGEMENT	Object Receipt	The activities involved in managing the receipt of objects which are not currently part of the institution's collections (e.g. unsolicited gifts).				A contract that assigns material(s) to the University should be put in place.	Article 6, Performance of a task carried out in the public interest 1(e) and/or Article 9, Necessary for Archiving purposes in the public interest 2(1)(j), as appropriate.
COLLECTIONS MANAGEMENT	Object Borrowing	The activities involved in borrowing objects from other organisations (or individuals) for a specific period of time and for a specified purpose.			For collection(s) users, a form of contract will be in place (akin to external Library membership). For staff the contract of employment will apply.	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
COLLECTIONS MANAGEMENT	Object Dispatch	The activities involved in controlling the process by which objects leave the institution's premises (e.g. to be loaned or permanently transferred to another organisation, to be temporarily transferred to another organisation for conservation or copying, or to be destroyed).				For materials to be transferred to private individuals	Article 6, Contract 1(b).
COLLECTIONS MANAGEMENT	Object Lending	The activities involved in lending objects to other organisations (or individuals) for a specific period of time and for a specified purpose.				For collection(s) users, a form of contract will be in place (akin to external Library membership). For staff the contract of employment will apply.	Article 6, Contract 1(b).
PUBLICATIONS MANAGEMENT		The function of managing the institution's collections of <i>publications</i> acquired or assembled to support its work.		<i>Publications</i> means published material in any medium and format including print, electronic and online. Collections of publications may be open or closed and may be available to staff, students and the public.	Library users will be subject to terms and agreements [Library Regulations] in turn the Library is required to process personal data e.g. borrower records, to provide library lending services.	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.

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PUBLICATIONS MANAGEMENT	Copyright Compliance Administration	The activities involved in administering the institution's compliance with legislation on copyright.	Activities include: obtaining licences to use materials in which the copyright is not owned by the institution; monitoring use of such materials within the institution; participating in surveys undertaken by copyright licensing organisations; assisting with inspections undertaken by copyright licensing organisations; administering payments to copyright licensing organisations.			In the UK, the relevant legislation is the Copyright, Designs and Patents Act 1988.	Article 6, Legal obligation 1(c).
INTELLECTUAL PROPERTY RIGHTS (IPR) MANAGEMENT		The function of managing the institution's <i>intellectual property</i> rights.		<i>Intellectual property</i> means: patents; trademarks; designs; copyright.			Article 6, Contract 1(b).
INTELLECTUAL PROPERTY RIGHTS (IPR) MANAGEMENT	IPR Protection	The activities involved in protecting the institution's IPR.	Activities include: applying for formal protection for intellectual property (i.e. granting of patents, registration of designs and trade marks); amending, cancelling or renewing existing protection; enforcing protection.				Article 6, Contract 1(b).
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT		The function of managing the institution's information and communications technology (ICT) systems.		q	This function is intended to cover all ICT systems in the institution, regardless of which business units are involved in developing, operating or using the systems.	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT	ICT Systems Development	The activities involved in developing new ICT systems and re-developing existing systems.	Activities include: specifying requirements; evaluating potential systems/solutions; installing systems; testing systems; commissioning systems; controlling changes to systems; decommissioning systems.			Use of personal data to support privacy by design and default would be a legislative requirement as per the GDPR and any implementing UK legislation.	Article 6, Contract 1(b) and/or Article 6, Legal obligation 1(c), as appropriate.
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT	ICT Systems Operations Management	The activities involved in operating ICT systems.	Activities include: monitoring system performance; reporting, investigating and resolving system faults; managing system data storage, including backup, migration, archiving and deletion; maintaining appropriate system software licences.	For all processing associated with authorised users as defined by University ICT Regulations		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT	ICT Systems Security Management	The activities involved in managing access to, and use of, the institution's ICT systems.	Activities include: opening and closing system user accounts; monitoring use of systems to ensure compliance with institutional policies and relevant legislation; responding to security breaches or incidents; sanitisation of ICT hardware before disposal.	For all processing concerned with understanding if University Policy or regulations have been upheld or otherwise, Legal obligations may arise from areas such as anti terror legislation e.g. prevent		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), or Legal obligation 1(c) as appropriate.
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT	ICT Systems Training	The activities involved in providing training for users of the institution's ICT systems.	Activities include: identifying training requirements; identifying and evaluating training options. For external training, activities include: identifying and evaluating training programmes; organising attendance at training events; evaluating training programmes/events. For internal training, activities include: developing training programmes; organising and arranging training events; delivering training; evaluating training programmes/events.				Article 6, Contract 1(b).
EQUIPMENT & CONSUMABLES MANAGEMENT		The function of managing <i>equipment</i> and <i>consumables</i> which are owned by the institution, or which the institution has legal rights to use.		<i>Equipment</i> includes: instruments; tools; machines; plant; vehicles; interior fixtures and fittings; furniture and furnishings; personal protective equipment; kitchen and catering equipment; laboratory equipment. <i>Consumables</i> includes: office supplies; janitorial supplies; decorating materials; cleaning materials; medical and first aid supplies; food; uniforms and protective clothing.	Typically managing University assets that have been assigned to individuals e.g. laptop, smartphone	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
INSURANCE MANAGEMENT	Insurance Claim Administration	The activities involved in administering the review and settlement of claims against insurance policies.	Activities include: reviewing claims; liaising with insurers and claimants.				Article 6, Contract 1(b) and/or Article 6, Legal obligation 1(c), and/or Article 9 Specific legal rights of the data controller in employment law as appropriate

FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESSING (ARTICLE 6 OR ARTICLE 9)
PROCUREMENT		The function of purchasing goods, works and services from external organisations.				The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, Section 6, Paragraph 1 i.e. "[Powers of the University Court] To administer and manage the whole revenue and property of the University." The Procurement (Scotland) Regulations 2016.	Article 6, Contract 1(b), Article 6, Legal obligation 1(c) and/or Processing is necessary for the performance of a task in the exercise of official authority vested in the controller 1(e), as appropriate.
PROCUREMENT	Supplier Approval	The activities involved in approving organisations or individuals as suppliers of goods, works or services to the institution.	Activities include: issuing invitations to apply for approval; evaluating applications for approval; notifying applicants of evaluation outcomes.				Article 6, Contract 1(b) and/or Article 6, Legal obligation 1(c), as appropriate.
PROCUREMENT	Contract Tendering	The activities involved in tendering contracts for the supply of goods, works or services to the institution.	Activities include: preparing Invitations to Tender (ITT); defining tender evaluation and selection criteria; issuing ITTs; controlling the receipt and opening of tenders; evaluating tenders; negotiating and awarding contracts; reporting and publishing information about contracts awarded, where this is required by legislation.			Requirement to disclose information into the public domain surrounding procurement exercises, via The Procurement (Scotland) Regulations 2016, will trigger legal obligation.	Article 6, Contract 1(b) and/or Article 6, Legal obligation 1(c), as appropriate.
PROCUREMENT	Contract Management	The activities involved in managing contracts for the supply of goods, works or services to the institution.	Activities include: monitoring supplier performance and taking appropriate action to deal with under-performance; handling complaints/disputes with suppliers; managing the transition of work to/from suppliers, where suppliers change.				Article 6, Contract 1(b).
PUBLISHING	Publication Production	The function of publishing materials for internal or external distribution.					Article 6, Consent, 1(a) or Article 6, Contract 1(b), as appropriate.
PUBLISHING	Publication Production	The activities involved in producing <i>publications</i> .	Activities include: planning and preparing content (commissioning, research, writing, editing) for publication; designing publications; producing publications.	<i>Publications</i> can be in any medium and format, including print, audio-visual, web pages and online information services.		Consent to publish details of students and others may be required e.g. publicity shots on the prospectus, assuming no payments made.	Article 6, Consent, 1(a) or Article 6, Contract 1(b), as appropriate.
MANAGEMENT INFORMATION COLLECTION, ANALYSIS AND REPORTING	Management Information Collection	The activities involved in collecting and maintaining management information.	Activities include: receiving data from external organisations for information or further processing; specifying internal data to be submitted for central collation and maintenance; creating and maintaining corporate data sets.			Where reporting to external authority is mandated via legislation, legal obligation will be triggered.	Article 6, Legal obligation 1(c), Article 6, Performance of a task carried out in the public interest 1(e) and/or as appropriate.
MANAGEMENT INFORMATION COLLECTION, ANALYSIS AND REPORTING	Management Information Analysis and Reporting	The activities involved in analysing management information and producing reports.	Activities include: producing standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet individual requirements.			Where reporting to external authority is mandated via legislation, legal obligation will be triggered	Article 6, Legal obligation 1(c), Article 6, Performance of a task carried out in the public interest 1(e) and/or as appropriate.