University of Dundee

Information Governance – Data Protection

Basis for lawful processing of personal data

The matrix below is based upon the JISC Business Classification Scheme for Higher Education Institutions. The University has considered the activities normally undertaken by universities, noted which activities generally involve the processing of personal data and provided information on why those activities may be lawful under the provisions of the General Data Protection Regulation.

This document will be kept under review and may be updated from time to time. If you have any questions about the use of personal data within the University of Dundee, please contact dataprotection@dundee.ac.uk.

Change control

Change	Date	Authority
Drafting		Head of Information Governance
Consideration	Q1 2018	Data, Records and Information Committee
First publication	May 2018	

Classification scheme

The classification scheme is arranged according to functions undertaken by universities, then the activities which happen in support of those functions. Functions are arranged as follows:

1.	TEACHING
2.	LEARNING SUPPORT
3.	RESEARCH
4.	RESEARCH PROGRAMME PROVISION
5.	INTELLECTUAL PROPERTY RIGHTS (IPR) EXPLOITATION
6.	CONSULTANCY
7.	EDUCATION & TRAINING
8.	RELATED COMPANIES MANAGEMENT
9.	COMMERCIAL SERVICES MANAGEMENT
10.	STUDENT ADMINISTRATION
11.	ACADEMIC PROGRAMME ADMINISTRATION
12.	ACADEMIC AWARD ADMINISTRATION
13.	STUDENT ASSESSMENT ADMINISTRATION
14.	TUITION FEES ADMINISTRATION
15.	STUDENT FINANCIAL SUPPORT ADMINISTRATION
16.	CORPORATE PLANNING & PERFORMANCE MANAGEMENT
17.	GOVERNANCE
18.	RISK MANAGEMENT
19.	QUALITY MANAGEMENT

	AUDIT
	LEGAL AFFAIRS MANAGEMENT
	ORGANISATIONAL DEVELOPMENT
23.	EQUALITY & DIVERSITY MANAGEMENT
24.	HEALTH & SAFETY MANAGEMENT
25.	ENVIRONMENTAL MANAGEMENT
26.	ESTATE MANAGEMENT
27.	FACILITIES MANAGEMENT
28.	FINANCE MANAGEMENT
29.	HUMAN RESOURCES MANAGEMENT
30.	INFORMATION COMPLIANCE MANAGEMENT
31.	RECORDS MANAGEMENT
32.	ARCHIVES MANAGEMENT
33.	COLLECTIONS MANAGEMENT
34.	PUBLICATIONS MANAGEMENT
35.	INTELLECTUAL PROPERTY RIGHTS (IPR) MANAGEMENT
36.	INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS
	MANAGEMENT
	EQUIPMENT & CONSUMABLES MANAGEMENT

38.	INSURANCE MANAGEMENT	
39.	PROCUREMENT	
40.	PUBLISHING	
41.	MANAGEMENT INFORMATION COLLECTION, ANALYSIS & REPORTING	
42.	PUBLIC RELATIONS MANAGEMENT	
43.	MEDIA RELATIONS MANAGEMENT	
44.	HE/FE SECTOR RELATIONS MANAGEMENT	
45.	COMMUNITY RELATIONS MANAGEMENT	
46.	ALUMNI RELATIONS MANAGEMENT	
47.	FUNDRAISING	
48.	STUDENT RELATIONS MANAGEMENT	
49.	GOVERNMENT RELATIONS MANAGEMENT	
50.	PARLIAMENTARY RELATIONS MANAGEMENT	
51.	STUDENTS' UNION RELATIONS MANAGEMENT	
52.	MARKETING	
53.	OTHER COMMERCIAL SERVICE MANAGEMENT	
54.	OTHER CORPORATE SERVICE MANAGEMENT	
55.	OTHER STUDENT SERVICE MANAGEMENT	

FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	RECORD GROUP	REQUIRES PROCESSING OF PERSONAL DATA?	BASIS FOR LAWFUL PROCESSING (if applicable) - GDPR	REQUIRES PROCESSING OF SENSITIVE/ SPECIAL CATEGORIES OF PERSONAL DATA?	BASIS FOR LAWFUL PROCESSING (if applicable) - GDPR
TEACHING		The function of delivering the institution's taught programmes which lead to academic awards.						
TEACHING	Teaching Strategy Development	The activities involved in developing and establishing the institution's teaching strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's teaching strategy: key records.				
TEACHING	Teaching Strategy Development	The activities involved in developing and establishing the institution's teaching strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's teaching strategy: working papers.				

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### Second Base			the institution's policies on	new/revised policy;	establishment of the		
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			procedure documents;					
			reviewing procedure.					
TEACHING	Teaching Procedure	The activities involved in	Activities include: identifying	Master copies of procedures				
TEACHING	Development	developing the institution's	needs for new/revised	relating to teaching.				
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		procedures for teaching.						
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			processes; drafting					
			procedure documents;					
			consulting on procedure					
			documents; reviewing draft					
			procedure documents in the					
			light of comments received;					
			trialling procedure; refining					
			procedure as a result of					
			trials; submitting final					
			procedure documents for					
			formal approval; formally					
			approving procedure					
			documents; disseminating					
			procedure documents;					
			reviewing procedure.					
TEACHING	Teaching Quality &	The activities involved in	Activities include:	Records documenting the				
	Standards Management	managing the quality and	conducting internal reviews	development of the				
		standards of the institution's	of teaching quality and	institution's internal quality				
		teaching.	standards, including peer	assurance processes.				
			reviews; facilitating and	·				
			participating in external					
			reviews of teaching quality					
			and standards; collecting					
			data on teaching quality and					
			standards (Teaching Quality					
			Information) as required by					
			the Higher Education					
			Funding bodies.					
TEACHING	Teaching Quality &	The activities involved in	Activities include:	Records documenting the	Yes - peer review,	Article 6 S.1 (b), necessary	Possibly - mitigating	Article 9, S.2 (a), explicit
	Standards Management	managing the quality and	conducting internal reviews	conduct and results of	performance review	for the performance of a	circumstances	consent
		standards of the institution's	of teaching quality and	formal internal reviews of		contract to which the data		[Information provided by
		teaching.	standards, including peer	teaching quality, and		subject is party or in order		individual to University
		_	reviews; facilitating and	responses to the results.		to take steps at the request		further to process and at
			participating in external	<u> </u>		of the data subject prior to		data subject's own
			reviews of teaching quality			entering into a contract.		instigation.].
			and standards; collecting			[Contract of employment.]		Article 9, S.2 (f), processing
			data on teaching quality and			[contract of employment.]		
								is necessary for the
			standards (Teaching Quality					establishment, exercise or
			Information) as required by					defence of legal claims or
			the Higher Education					whenever courts are acting
			Funding bodies.					in their judicial capacity;
TEACHING	Teaching Quality &	The activities involved in	Activities include:	Records documenting the	Yes - peer review,	Article 6 S.1 (b), necessary	Possibly - mitigating	Article 9, S.2 (a), explicit
	Standards Management	managing the quality and	conducting internal reviews	conduct and results of	performance review	for the performance of a	circumstances	consent
		standards of the institution's	of teaching quality and	external reviews and audits		contract to which the data		[Information provided by
		teaching.	standards, including peer	of teaching quality and		subject is party or in order		individual to University
			reviews; facilitating and	standards.		to take steps at the request		further to process and at
			participating in external			of the data subject prior to		data subject's own
			reviews of teaching quality			entering into a contract.		instigation.].
			and standards; collecting			[Contract of employment.]		Article 9, S.2 (f), processing
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			data on teaching quality and standards (Teaching Quality Information) as required by the Higher Education Funding bodies.				is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
TEACHING	Taught Programme Development	The activities involved in developing the institution's taught programmes.	Activities include: designing and developing new programmes and new modules in existing programmes; revising existing programmes and modules; withdrawing programmes or modules; obtaining and maintaining accreditation for programmes.	Records documenting the design and development of (modules of) taught programmes.			
TEACHING	Taught Programme Development	The activities involved in developing the institution's taught programmes.	Activities include: designing and developing new programmes and new modules in existing programmes; revising existing programmes and modules; withdrawing programmes or modules; obtaining and maintaining accreditation for programmes.	Records documenting the process of obtaining approval and/or accreditation for (modules of) taught programmes from professional, statutory or other accreditation bodies.	Yes - feedback from stakeholders (eg students).	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	
TEACHING	Taught Programme Review	The activities involved in reviewing the institution's taught programmes to inform ongoing programme development.	Activities include: collecting and analysing student numbers and other programme statistics; collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others.	Records containing data on, and analyses of, student numbers and other taught programme statistics.	No - data considered in aggregate.		
TEACHING	Taught Programme Review	The activities involved in reviewing the institution's taught programmes to inform ongoing programme development.	Activities include: collecting and analysing student numbers and other programme statistics; collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others.	Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the	

						University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	
TEACHING	Taught Programme Review	The activities involved in reviewing the institution's taught programmes to inform ongoing programme development.	Activities include: collecting and analysing student numbers and other programme statistics; collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others.	Records documenting routine solicited feedback on taught programmes from students: individual feedback	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the	
TEACHING	Taught Programme Review	The activities involved in reviewing the institution's taught programmes to inform ongoing programme development.	Activities include: collecting and analysing student numbers and other programme statistics; collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others.	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students.		University may determine.]	
TEACHING	Taught Programme Review	The activities involved in reviewing the institution's taught programmes to inform ongoing programme development.	Activities include: collecting and analysing student numbers and other programme statistics; collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others.	Records containing reports of routine internal reviews of taught programmes.			
TEACHING	Taught Programme Review	The activities involved in reviewing the institution's taught programmes to	Activities include: collecting and analysing student numbers and other programme statistics;	Records documenting the conduct and results of formal independent reviews			

	1	1						
		inform ongoing programme development.	collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others.	of taught programmes, and the responses to the results.				
TEACHING	Taught Programme Delivery	The activities involved in delivering the institution's taught programmes.	Activities include: preparing teaching and learning materials; planning and conducting teaching and learning events; providing opportunities for students to gain formative feedback on their learning (e.g. through peer assessment of presentations or completion of self-assessment tasks).	Records documenting the preparation of teaching and learning materials.				
TEACHING	Taught Programme Delivery	The activities involved in delivering the institution's taught programmes.	Activities include: preparing teaching and learning materials; planning and conducting teaching and learning events; providing opportunities for students to gain formative feedback on their learning (e.g. through peer assessment of presentations or completion of self-assessment tasks).	Records documenting the planning and conduct of teaching and learning events.	Yes - class lists or other attendee/facilitator/tutor information.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Possibly - attendance lists per UKVI requirements.	Article 9 S.2 (g), necessary for reasons of substantial public interest, on the basis of Union or Member State law
TEACHING	Taught Student Assessment	The activities involved in conducting assessment to measure students' achievement of the intended learning outcomes of the institution's taught programmes.	Activities include: setting assessments; marking/grading assessments; reviewing marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and classifications.	Records documenting the design and development of assessments.				

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TEACHING	Taught Student Assessment	The activities involved in	Activities include: setting	Records documenting	Yes - student information	Article 6 S.1 (b), necessary	
		conducting assessment to	assessments;	submitted/completed		for the performance of a	
		measure students'	marking/grading	assessments: formative		contract to which the data	
		achievement of the	assessments; reviewing	assessments.		subject is party or in order	
		intended learning outcomes	marks/grades awarded in			to take steps at the request	
		of the institution's taught	response to notifications of			of the data subject prior to	
		programmes.	mitigating circumstances;			entering into a contract.	
			conducting meetings of			Article 6 S.1 (e), necessary	
			examination boards;			for the performance of a	
			determining awards and			task carried out in the public	
			classifications.			interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (a) -	
						To provide instruction in	
						such-branches of learning as	
						the University may think fit,	
						whether for members of the	
						University or for others, and	
						to make provision for	
						research and for the	
						advancement and	
						dissemination of knowledge	
						in such a manner as the	
						University may determine.]	
TEACHING	Taught Student Assessment	The activities involved in	Activities include: setting	Records documenting	Yes - student information	Article 6 S.1 (b), necessary	
		conducting assessment to	assessments;	submitted/completed		for the performance of a	
		measure students'	marking/grading	assessments: summative			
						contract to which the data	
		achievement of the	assessments; reviewing	assessments.		subject is party or in order	
1		achievement of the intended learning outcomes	assessments; reviewing marks/grades awarded in	assessments.			
				assessments.		subject is party or in order	
		intended learning outcomes	marks/grades awarded in	assessments.		subject is party or in order to take steps at the request	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances;	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract.	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards;	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards;	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) -	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit,	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge	
		intended learning outcomes of the institution's taught	marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and	assessments.		subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and	

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TEACHING	Taught Student Assessment	The activities involved in	Activities include: setting	Records documenting	Yes -	Article 6 S.1 (b), necessary	
		conducting assessment to	assessments;	marks/grades given to	student/graduand/graduate	for the performance of a	
		measure students'	marking/grading	submitted/completed	information	contract to which the data	
		achievement of the	assessments; reviewing	summative assessments		subject is party or in order	
		intended learning outcomes	marks/grades awarded in	and, where appropriate,		to take steps at the request	
		of the institution's taught	response to notifications of	awards and classifications.		of the data subject prior to	
		programmes.	mitigating circumstances;			entering into a contract.	
			conducting meetings of			Article 6 S.1 (e), necessary	
			examination boards;			for the performance of a	
			determining awards and			task carried out in the public	
			classifications.			interest or in the exercise of	
			ciassifications.			official authority vested in	
						the controller.	
						[University Charter, S.3 (c) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, a degree,	
						diploma, certificate or other	
						academic award to any	
						person who shall have	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the	
						University.]	
TEACHING	Taught Student Monitoring	The activities involved in	Activities include: providing	Records documenting	Yes	Article 6 S.1 (b), necessary	
	& Support	monitoring, reviewing and	support and guidance to	feedback on academic		for the performance of a	
		supporting students'	taught students on	progress, and general		contract to which the data	
		progress and attainment on	programme/module	academic guidance and		subject is party or in order	
		the institution's taught	selection; providing	support, given to individual		to take steps at the request	
		programmes.	academic feedback, advice	taught students.		of the data subject prior to	
		p. 98. a	and guidance to students;	taag staass.		entering into a contract.	
			providing advice and			Article 6 S.1 (e), necessary	
			guidance to students whose			for the performance of a	
			progress is unsatisfactory or			task carried out in the public	
			who are considering			interest or in the exercise of	
			suspending or terminating			official authority vested in	
			their studies.			the controller.	
			their studies.				
						[University Charter, S.3 (a) -	
						To provide instruction in	
						such-branches of learning as	
						the University may think fit,	
						whether for members of the	
						University or for others, and	
						to make provision for	
						research and for the	
						advancement and	
						dissemination of knowledge	
						in such a manner as the	
						University may determine.]	
LEARNING SUPPORT		The function of developing					
		and delivering learning					
		support resources (1) to					
		support taught students in					
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		developing academic skills					
		developing academic skills (2) and personal skills (3).					

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LEARNING SUPPORT	Learning Support Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing the institution's	requirements for	development and		
		learning support strategy.	new/revised strategy;	establishment of the		
			undertaking research;	institution's learning		
			developing strategy	support strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			-			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
LEARNING SUPPORT	Learning Support Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing the institution's	requirements for	development and		
		learning support strategy.	new/revised strategy;	establishment of the		
			undertaking research;	institution's learning		
			developing strategy	support strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;	papers.		
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
150500050000	1		reviewing strategy.	 		
LEARNING SUPPORT	Learning Support Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		learning support.	undertaking research;	institution's learning		
			developing policy proposals;	support policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
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			policy documents; submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
LEARNING SUPPORT	Learning Support Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		learning support.	undertaking research;	institution's learning		
			developing policy proposals;	support policies: working		
			consulting on policy	papers.		
			proposals; reviewing and revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating policy documents; reviewing			
			policy.			
LEARNING SUPPORT	Learning Support Procedure	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing the institution's	needs for new/revised	development of the		
		procedures for developing	procedure; undertaking	institution's procedures		
		and delivering learning	research; analysing work	relating to learning support.		
		support resources.	processes; drafting procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating procedure documents;			
			reviewing procedure.			
LEARNING SUPPORT	Learning Support Procedure	The activities involved in	Activities include: identifying	Master copies of procedures		
	Development	developing the institution's	needs for new/revised	relating to learning support.		
		procedures for developing	procedure; undertaking			
		and delivering learning	research; analysing work			
		support resources.	processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			

			trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure					
			documents; disseminating procedure documents; reviewing procedure.					
LEARNING SUPPORT	Learning Support Resource Development	The activities involved in developing learning support resources.	The activities involved will depend on the type of resource being developed.	The types of records produced will depend on the type of resource being developed.				
LEARNING SUPPORT	Learning Support Resource Delivery	The activities involved in delivering learning support resources.	The activities involved will depend on the type of resource being provided.	The types of records produced will depend on the type of resource being developed.	Yes, via Student Services, Academic Schools, Library and Learning Centre.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University Charter, S.3 (p) - To institute and award fellowships, scholarships, studentships, exhibitions, bursaries, prizes and other aids to study and research.]	Yes - Counselling Services, Health Services, mitigating circumstnaces, issues of visas and immigration, Careers Services, Disability Services, Student Funding etc.	Article 9, S.2 (a), explicit consent [Information provided by individual to University further to process and at data subject's own instigation.]. Article 9, S.2 (h), processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards
RESEARCH		The function of undertaking academic research.						
RESEARCH	Research Strategy Development	The activities involved in developing and establishing the institution's research strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received;	Records documenting the development and establishment of the institution's research strategy: key records.				

			producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.			
RESEARCH	Research Strategy Development	The activities involved in developing and establishing the institution's research strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's research strategy: working papers.		
RESEARCH	Research Policy Development	The activities involved in developing and establishing the institution's policies on research.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's research policies: key records.		

RESEARCH Decounters The activities revoked by the content of the			T		T		
MESANCH RESEARCH RESEARC	RESEARCH	Research Policy	The activities involved in	Activities include: identifying	Records documenting the		
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RESEARCH	Research Quality & Standards Management	The activities involved in managing the quality and standards of research undertaken in the institution.	Activities include: conducting internal reviews of research quality and standards; facilitating and participating in external reviews and audits of research quality and standards.	Records documenting the development of the institution's internal quality assurance processes.				
RESEARCH	Research Quality & Standards Management	The activities involved in managing the quality and standards of research undertaken in the institution.	Activities include: conducting internal reviews of research quality and standards; facilitating and participating in external reviews and audits of research quality and standards.	Records documenting the conduct and results of formal internal reviews of research quality, and responses to the results.	Yes - peer review, performance review	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. [Contract of employment.]	Possibly - mitigating circumstances	Article 9, S.2 (a), explicit consent [Information provided by individual to University further to process and at data subject's own instigation.] Article 9, S.2 (f), processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
RESEARCH	Research Quality & Standards Management	The activities involved in managing the quality and standards of research undertaken in the institution.	Activities include: conducting internal reviews of research quality and standards; facilitating and participating in external reviews and audits of research quality and standards.	Records documenting the conduct and results of external reviews and audits of research quality and standards.	Yes - peer review, performance review	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. [Contract of employment.]	Possibly - mitigating circumstances	Article 9, S.2 (a), explicit consent [Information provided by individual to University further to process and at data subject's own instigation.] Article 9, S.2 (f), processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
RESEARCH	Research Business Development	The activities involved in promoting the institution's research capabilities and profile, and in developing new research opportunities.	Activities include: liaising with research sponsors to monitor their research policies and objectives, and to promote the institution's research capabilities, projects and achievements; identifying and developing new research opportunities; identifying and targeting research funding opportunities; identifying and developing opportunities for collaboration and partnership to undertake research.	Records documenting liaison with research sponsors to monitor their research policies and to promote the institution's capabilities.				m their judicial capacity)
RESEARCH	Research Business Development	The activities involved in promoting the institution's research capabilities and profile, and in developing new research opportunities.	Activities include: liaising with research sponsors to monitor their research policies and objectives, and to promote the institution's research capabilities, projects and achievements; identifying and developing new research opportunities; identifying and targeting research funding opportunities; identifying	Records documenting the identification and exploration of new research opportunities which lead to research projects.				

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			and developing opportunities for collaboration and partnership to undertake research.					
RESEARCH	Research Business Development	The activities involved in promoting the institution's research capabilities and profile, and in developing new research opportunities.	Activities include: liaising with research sponsors to monitor their research policies and objectives, and to promote the institution's research capabilities, projects and achievements; identifying and developing new research opportunities; identifying and targeting research funding opportunities; identifying and developing opportunities; identifying and developing opportunities for collaboration and partnership to undertake research.	Records documenting the identification and exploration of new research opportunities which do not lead to research projects.				
RESEARCH	Research Business Development	The activities involved in promoting the institution's research capabilities and profile, and in developing new research opportunities.	Activities include: liaising with research sponsors to monitor their research policies and objectives, and to promote the institution's research capabilities, projects and achievements; identifying and developing new research opportunities; identifying and targeting research funding opportunities; identifying and developing opportunities for collaboration and partnership to undertake research.	Records documenting the formation and management of partnerships and other collaborative arrangements to undertake research.	Potentially, depending upon the nature of the partner.	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]		
RESEARCH	Research Design & Planning	The activities involved in designing and planning research projects.	Activities include: generating, capturing and developing ideas for research projects; defining research aims and objectives; defining research methods; defining project roles and responsibilities; securing necessary ethical reviews and regulatory approvals; determining requirements for project resources; preparing research proposals.	Records documenting the design and planning of research projects which are not undertaken.	Potentially, depending upon the nature of the research project and participants (eg could include a pilot phase). Applicable where data not anonymised or otherwise obfuscated.	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 9, S.2 (a), explicit consent. [Where applicable.]. Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific

						advancement and dissemination of knowledge in such a manner as the University may determine.]		measures to safeguard the fundamental rights and the interests of the data subject. [Where applicable]
RESEARCH	Research Design & Planning	The activities involved in designing and planning research projects.	Activities include: generating, capturing and developing ideas for research projects; defining research aims and objectives; defining research methods; defining project roles and responsibilities; securing necessary ethical reviews and regulatory approvals; determining requirements for project resources; preparing research proposals.	Records documenting the design and planning of research projects which are undertaken: key records.	Potentially, depending upon the nature of the research project and participants (eg could include a pilot phase). Applicable where data not anonymised or otherwise obfuscated.	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 9, S.2 (a), explicit consent. [Where applicable.]. Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [Where applicable]
RESEARCH	Research Design & Planning	The activities involved in designing and planning research projects.	Activities include: generating, capturing and developing ideas for research projects; defining research aims and objectives; defining research methods; defining project roles and responsibilities; securing necessary ethical reviews and regulatory approvals; determining requirements for project resources; preparing research proposals.	Records documenting the design and planning of research projects which are undertaken: working papers.	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 9, S.2 (a), explicit consent. [Where applicable.]. Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [Where applicable]

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RESEARCH	Research Funding	The activities involved in	Activities include: preparing	Records documenting the				
	Administration	obtaining and administering	and submitting applications	preparation and submission				
		research funding through	for funding; negotiating	of applications for funding,				
		grants and contracts, and in	(where applicable) terms	where the application is				
		co-ordinating the	and conditions of funding;	unsuccessful (i.e. does not				
		institution's relationships	accepting/declining funding	result in the offer of a				
		with funders.	awards; administering	funding award).				
			funding in accordance with					
			award terms and conditions					
			(claiming payments from					
			funders, re-allocating funds					
			within budgets etc.);					
			administering amendments					
			to awards (e.g.					
			_					
			supplements, extensions,					
			early termination);					
			submitting reports required					
			by funders.					
RESEARCH	Research Funding	The activities involved in	Activities include: preparing	Records documenting the				
	Administration	obtaining and administering	and submitting applications	preparation and submission				
		research funding through	for funding; negotiating	of applications for funding,				
		grants and contracts, and in	(where applicable) terms	where the application is				
		co-ordinating the	and conditions of funding;	successful (i.e. results in the				
		institution's relationships	accepting/declining funding	offer of a funding award).				
		with funders.	awards; administering					
			funding in accordance with					
			award terms and conditions					
			(claiming payments from					
			funders, re-allocating funds					
			within budgets etc.);					
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RESEARCH	Research Conduct	The activities involved in	Activities include:	Records documenting the	Yes	Article 6, S.1 (a), explicit	Yes	Article 9, S.2 (a), explicit
		conducting research.	developing and establishing	conduct of research funded		consent.		consent.
			research protocols and	by the Medical Research		[Where applicable].		[Where applicable.].
			procedures; obtaining	Council, except where other		Article 6 S.1 (e), necessary		Article 9, S.2 (j), processing
			approval for subsequent	requirements are specified		for the performance of a		is necessary for archiving
			amendments to, or	(see TBC).		task carried out in the public		purposes in the public
			deviations from, protocols			interest or in the exercise of		interest, scientific or
			and procedures; carrying			official authority vested in		historical research purposes
			out research in accordance			the controller.		or statistical purposes in
			with project protocols and			[University Charter, S.3 (a) -		accordance with Article
			procedures, and with all			To provide instruction in		89(1) based on Union or
			legal and ethical			such-branches of learning as		Member State law which
			requirements; identifying			the University may think fit,		shall be proportionate to
			and reviewing issues and			whether for members of the		the aim pursued, respect
			risks which arise in the			University or for others, and		the essence of the right to
			course of research work,			to make provision for		data protection and provide
			and taking appropriate			research and for the		for suitable and specific
			action; obtaining approval			advancement and		measures to safeguard the
			for modifications to the			dissemination of knowledge		fundamental rights and the
			design of research;			in such a manner as the		interests of the data
			managing research data.			University may determine.]		subject.
			managing research data.			oniversity may determine.]		
			Dononding on the drawn.					[Where applicable]
			Depending on the discipline					
			and on the nature of					
			research, specific activities					
			might also include:					
			obtaining informed consent					

			from participants in health-related studies; reporting adverse reactions or adverse events in clinical studies; consulting beneficiaries/consumers (e.g. in applied research); conducting surveys.					
RESEARCH	Research Conduct	The activities involved in conducting research.	Activities include: developing and establishing research protocols and procedures; obtaining approval for subsequent amendments to, or deviations from, protocols and procedures; carrying out research in accordance with project protocols and procedures, and with all legal and ethical requirements; identifying and reviewing issues and risks which arise in the course of research work, and taking appropriate action; obtaining approval for modifications to the design of research; managing research data. Depending on the discipline and on the nature of research, specific activities might also include: obtaining informed consent from participants in health- related studies; reporting adverse reactions or adverse events in clinical studies; consulting beneficiaries/consumers (e.g. in applied research); conducting surveys.	Records documenting the conduct of clinical or public health studies funded by the Medical Research Council, except specific categories of records in studies for which consent was obtained.	Yes	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Yes	Article 9, S.2 (a), explicit consent. [Where applicable.]. Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [Where applicable]

conducting research. developing and establishing research protocols and procedure, the participants and adverse effects in all approval for subsequent amendments to, or was obtained) funded by the consent task	ricle 6, S.1 (a), explicit nsent. here applicable]. cicle 6 S.1 (e), necessary	Yes	Article 9, S.2 (a), explicit consent.
research protocols and procedure, the participants and adverse effects in all approval for subsequent amendments to, or was obtained) funded by the [Whe	here applicable].		
procedures; obtaining and adverse effects in <u>all</u> approval for subsequent amendments to, or was obtained) funded by the Artic			[Where applicable.].
approval for subsequent amendments to, or studies (for which consent was obtained) funded by the task			Article 9, S.2 (j), processing
amendments to, or was obtained) funded by the task	the performance of a		is necessary for archiving
	k carried out in the public		purposes in the public
deviations from, protocols Medical Research Council. inter	erest or in the exercise of		interest, scientific or
	icial authority vested in		historical research purposes
	e controller.		or statistical purposes in
	niversity Charter, S.3 (a) -		accordance with Article
	provide instruction in		89(1) based on Union or
	ch-branches of learning as		Member State law which
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	vancement and		measures to safeguard the
	semination of knowledge		fundamental rights and the
	such a manner as the		interests of the data
	iversity may determine.]		subject.
managing research data.	iversity may determine.]		[Where applicable]
Depending on the discipline			[where applicable]
and on the nature of			
research, specific activities			
might also include:			
obtaining informed consent			
from participants in health-			
related studies; reporting			
adverse reactions or adverse			
events in clinical studies;			
consulting			
beneficiaries/consumers			
(e.g. in applied research);			
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		the nature of the research	Article 9, S.2 (a), explicit
			consent.
		project and participants.	[Where applicable.].
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	the performance of a		is necessary for archiving
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	erest or in the exercise of		interest, scientific or
	icial authority vested in		historical research purposes
	e controller.		or statistical purposes in
	niversity Charter, S.3 (a) -		accordance with Article
	provide instruction in		89(1) based on Union or
	ch-branches of learning as		Member State law which
	University may think fit,		shall be proportionate to
	ether for members of the		the aim pursued, respect
	iversity or for others, and		the essence of the right to
	make provision for		data protection and provide
	earch and for the		for suitable and specific
	vancement and		measures to safeguard the
	semination of knowledge		fundamental rights and the
	such a manner as the		interests of the data
managing research data.	iversity may determine.]		subject.
			[Where applicable]
Depending on the discipline			
and on the nature of			
research, specific activities			
might also include:			
obtaining informed consent			
from participants in health-			

			related studies; reporting adverse reactions or adverse events in clinical studies; consulting beneficiaries/consumers (e.g. in applied research); conducting surveys.					
RESEARCH	Research Reporting	The activities involved in disseminating research results.	Activities include: publishing research results; presenting research results at technical meetings.	Working papers for the preparation of publications, audio-visual presentations etc. to disseminate research results (NOT interim or final research reports).	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 9, S.2 (a), explicit consent. [Where applicable.]. Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [Where applicable]
RESEARCH	Research Reporting	The activities involved in disseminating research results.	Activities include: publishing research results; presenting research results at technical meetings.	Final versions of publications and presentations made to disseminate research results (NOT interim or final research reports).	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 9, S.2 (a), explicit consent. [Where applicable.]. Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [Where applicable]

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RESEARCH	Research Project Management	The activities involved in managing the conduct of research projects from formal initiation (following receipt of funding) to formal completion.	Activities include: monitoring and tracking the progress of research; preparing reports for project stakeholders; arranging appropriate insurance; managing project resources and complying with institutional policies and procedures to protect project staff, participants and the environment; facilitating and assisting with monitoring activities and audits conducted by the institution, by external project sponsors/funders or by regulatory bodies; selecting research partners and subcontractors, and managing relationships with them; managing the process of offering research data to, and depositing it with, external research data archives, and ensuring future compliance with the terms and conditions of deposit.	Records documenting the management of internally-funded research projects.	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 9, S.2 (a), explicit consent. [Where applicable.]. Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [Where applicable]
RESEARCH	Research Project Management	The activities involved in managing the conduct of research projects from formal initiation (following receipt of funding) to formal completion.	Activities include: monitoring and tracking the progress of research; preparing reports for project stakeholders; arranging appropriate insurance; managing project resources and complying with institutional policies and procedures to protect project staff, participants and the environment; facilitating and assisting with monitoring activities and audits conducted by the institution, by external project sponsors/funders or by regulatory bodies; selecting research partners and subcontractors, and managing relationships with them; managing the process of offering research data to, and depositing it with, external research data archives, and ensuring future compliance with the terms and conditions of deposit.	Records documenting the management of externally-funded research projects.	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 6, S.1 (a), explicit consent. [Where applicable]. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Potentially, depending upon the nature of the research project and participants, where data not anonymised or otherwise obfuscated.	Article 9, S.2 (a), explicit consent. [Where applicable.]. Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [Where applicable]
RESEARCH PROGRAMME PROVISION		The function of delivering the institution's postgraduate research programmes.						

RESEARCH PROGRAMME	Research Programme	The activities involved in	Records documenting the				
PROVISION	Development	developing the institution's	development of the				
		research programmes.	institution's research				
			programmes.				
RESEARCH PROGRAMME	Research Programme	The activities involved in	Records documenting				
PROVISION	Development	developing the institution's	routine monitoring of				
		research programmes.	external developments and				
			trends to inform the				
			development of the				
			institution's research				
			programmes.				
RESEARCH PROGRAMME	Research Programme	The activities involved in	Records containing data on,	No - data considered in			
PROVISION	Review	reviewing the institution's	and analyses of, student	aggregate.			
		research programmes.	numbers and other				
			programme statistics.				
RESEARCH PROGRAMME	Research Programme	The activities involved in	Records containing reports	Yes - peer review,	Article 6 S.1 (b), necessary	Possibly - mitigating	Article 9, S.2 (a), explicit
PROVISION	Review	reviewing the institution's	of routine internal reviews	performance review	for the performance of a	circumstances	consent
		research programmes.	of research programmes.		contract to which the data		[Information provided by
					subject is party or in order		individual to University
					to take steps at the request		further to process and at
					of the data subject prior to		data subject's own
					entering into a contract.		instigation.].
					[Contract of employment.]		
RESEARCH PROGRAMME	Research Programme	The activities involved in	 Records documenting the	Yes - peer review,	Article 6 S.1 (b), necessary	Possibly - mitigating	Article 9, S.2 (a), explicit
PROVISION	Review	reviewing the institution's	conduct and results of	performance review	for the performance of a	circumstances	consent
		research programmes.	formal independent reviews		contract to which the data		[Information provided by
			of research programmes,		subject is party or in order		individual to University
			and the responses to the		to take steps at the request		further to process and at
			results.		of the data subject prior to		data subject's own
					entering into a contract.		instigation.].
					[Contract of employment.]		
RESEARCH PROGRAMME	Research Programme	The activities involved in	Records documenting the	Yes -	Article 6 S.1 (e), necessary		
PROVISION	Assessment	conducting formal	conduct of formal	student/graduand/graduate	for the performance of a		
		assessments of students	assessments of work	information	task carried out in the public		
		undertaking research	undertaken by research		interest or in the exercise of		
		programmes.	students.		official authority vested in		
					the controller.		
					[University Charter, S.3 (c) -		
					To grant, under conditions		
					laid down in the Statutes or		
					Ordinances, a degree,		
					diploma, certificate or other		
					academic award to any		
					person who shall have		
					pursued a course of study		
					approved by the University		
					and shall have passed the		
					examinations or other tests		
					prescribed by the		
					University.]		
RESEARCH PROGRAMME	Research Programme	The activities involved in	Records documenting	Yes -	Article 6 S.1 (e), necessary	Yes	Article 9, S.2 (a), explicit
PROVISION	Assessment	conducting formal	awards and classifications,	student/graduand/graduate	for the performance of a		consent
		assessments of students	including reviews in	information	task carried out in the public		[Information provided by
		undertaking research	response to notifications of		interest or in the exercise of		individual to University
		programmes.	mitigating circumstances or		official authority vested in		further to process and at
			academic appeals.		the controller.		data subject's own
					[University Charter, S.3 (c) -		instigation.].
					To grant, under conditions		
					laid down in the Statutes or		
					Ordinances, a degree,		
					diploma, certificate or other		
					academic award to any person who shall have		

		<u> </u>		T		pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the	
						University.]	
						Offiversity.j	
RESEARCH PROGRAMME	Research Supervisor	The activities involved in		Records documenting the	Yes	Article 6 S.1 (e), necessary	
PROVISION	Appointment & Training	appointing research		appointment of supervisors		for the performance of a	
		supervisors and in providing		for research students.		task carried out in the public	
		training for them.				interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (c) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, a degree,	
						diploma, certificate or other	
						academic award to any	
						person who shall have	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the	
						University.]	
RESEARCH PROGRAMME	Research Student	The activities involved in	Activities include: providing	Records documenting	Yes	Article 6 S.1 (e), necessary	
PROVISION	Monitoring & Support	monitoring, reviewing and	support and guidance to	academic advice and		for the performance of a	
		supporting research student	research students on subject	guidance to individual		task carried out in the public	
		the academic progress of	selection; providing	students on the selection of		interest or in the exercise of	
		research students.	feedback to students on	research subjects and on the		official authority vested in	
			their progress; conducting	progress and standard of		the controller.	
			formal reviews of student	their work.		[University Charter, S.3 (c) -	
			progress; providing students			To grant, under conditions	
			with general academic			laid down in the Statutes or	
			advice and guidance;			Ordinances, a degree,	
			providing students with			diploma, certificate or other	
			opportunities to develop			academic award to any	
			their research and other			person who shall have	
			skills; providing advice and			pursued a course of study	
			guidance to students whose			approved by the University	
			progress is unsatisfactory or			and shall have passed the	
			who are considering			examinations or other tests	
			suspending or terminating			prescribed by the	
			their studies.			University.]	
INTELLECTUAL PROPERTY		The function of					
RIGHTS (IPR) EXPLOITATION		commercially exploiting the					
		institution's intellectual					
	1	property rights (IPR).	1	i			

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INTELLECTUAL PROPERTY	IPR Exploitation Strategy	The activities involved in	Activities include: identifying	Records documenting the		
RIGHTS (IPR) EXPLOITATION	Development	developing and establishing	requirements for	development and		
		the institution's strategy for	new/revised strategy;	establishment of the		
		commercial exploitation of	undertaking research;	institution's IPR exploitation		
		its IPR.	developing strategy	strategy: key records.		
		Its IFN.		Strategy, key records.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
INTELLECTUAL PROPERTY	IPR Exploitation Strategy	The activities involved in	Activities include: identifying	Records documenting the		
RIGHTS (IPR) EXPLOITATION	Development	developing and establishing	requirements for	development and		
, ,	•	the institution's strategy for	new/revised strategy;	establishment of the		
		commercial exploitation of	undertaking research;	institution's IPR exploitation		
		its IPR.	developing strategy	strategy: working papers.		
		its ipn.		strategy, working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
INTELLECTUAL DECREETY	IDD Evoloitation Delieu	The activities involved in		Pagarda da accesa antica a tila a		
INTELLECTUAL PROPERTY	IPR Exploitation Policy		Activities include: identifying	Records documenting the		
RIGHTS (IPR) EXPLOITATION	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		commercial exploitation of	undertaking research;	institution's policies on IPR		
		its IPR.	developing policy proposals;	exploitation: key records.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
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			policy documents; submitting final policy documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
INTELLECTUAL PROPERTY RIGHTS (IPR) EXPLOITATION	IPR Exploitation Policy Development	The activities involved in developing and establishing	Activities include: identifying requirements for	Records documenting the development and		
, , , , , , , , , , , , , , , , , , , ,		the institution's policies on	new/revised policy;	establishment of the		
		commercial exploitation of	undertaking research;	institution's policies on IPR		
		its IPR.	developing policy proposals;	exploitation: working		
			consulting on policy	papers.		
			proposals; reviewing and revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy documents; disseminating			
			policy documents; reviewing			
			policy.			
INTELLECTUAL PROPERTY RIGHTS (IPR) EXPLOITATION	IPR Exploitation Procedure Development	The activities involved in developing the institution's	Activities include: identifying needs for new/revised	Records documenting the development of the		
		procedures for commercially	procedure; undertaking	institution's procedures		
		exploiting its IPR.	research; analysing work processes; drafting	relating to IPR exploitation.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received; trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating procedure documents;			
			reviewing procedure.			
INTELLECTUAL PROPERTY	IPR Exploitation Procedure	The activities involved in	Activities include: identifying	Master copies of procedures		
RIGHTS (IPR) EXPLOITATION	Development	developing the institution's	needs for new/revised	relating to IPR exploitation.		
		procedures for commercially	procedure; undertaking			
		exploiting its IPR.	research; analysing work			
			processes; drafting procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			

			trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.				
INTELLECTUAL PROPERTY RIGHTS (IPR) EXPLOITATION	IPR Assignment	The activities involved in selling or otherwise transferring ownership of the institution's IPR to third parties.	Activities include: negotiating terms of IPR assignments; informing The (UK) Patent Office of the assignment; determining arrangements for revenue sharing between the institution and the inventor.	Records documenting the negotiation and completion of IPR assignments to third parties.	Possibly, depending upon nature/owner of IP.	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University may determine. University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any user of such services such fee as may be thought desirable.]	

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INTELLECTUAL PROPERTY RIGHTS (IPR) EXPLOITATION	IPR Licensing	The activities involved in licensing the institution's IPR rights to external organisations.	Activities include: negotiating terms of licences; registering licences (and cancelling licences) with The (UK) Patent Office; determining arrangements for revenue sharing between the institution and the inventor.	Records documenting the negotiation and completion of IPR licence agreements to third parties.	Possibly, depending upon nature/owner of IP.	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any user of such services such fee as may be thought desirable.]	
CONSULTANCY		The function of providing consultancy to external organisations on a commercial basis.					
CONSULTANCY	Consultancy Strategy Development	The activities involved in developing and establishing the institution's strategy for providing consultancy on a commercial basis.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's consultancy strategy: key records.			

CONSULTANCY	Consultancy Strategy Development	The activities involved in developing and establishing the institution's strategy for providing consultancy on a commercial basis.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents;	Records documenting the development and establishment of the institution's consultancy strategy: working papers.		
CONSULTANCY	Consultancy Policy Development	The activities involved in developing and establishing the institution's policies on providing consultancy on a commercial basis.	reviewing strategy. Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; reviewing policy documents; reviewing policy documents; reviewing policy documents; reviewing policy.	Records documenting the development and establishment of the institution's policies on consultancy: key records.		
CONSULTANCY	Consultancy Policy Development	The activities involved in developing and establishing the institution's policies on providing consultancy on a commercial basis.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents;	Records documenting the development and establishment of the institution's policies on consultancy: working papers.		

			submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.			
CONSULTANCY	Consultancy Procedure Development	The activities involved in developing the institution's procedures for providing consultancy on a commercial basis.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to consultancy.		
CONSULTANCY	Consultancy Procedure Development	The activities involved in developing the institution's procedures for providing consultancy on a commercial basis.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to consultancy.		

CONSULTANCY	Consultancy Promotion	The activities involved in	Activities include:	Directories of expertise	Yes, insofar as expertise	Article 6 S.1 (b), necessary	
CONSOLIANCI	Consultancy i Tomotion	promoting the expertise of	maintaining directories of	Directories of expertise	associated with public	for the performance of a	
		the institution's staff.	expertise and services.		profile of expert.	contract to which the data	
		the mistitution's stair.	expertise and services.		profile of expert.	subject is party or in order	
						to take steps at the request	
						of the data subject prior to	
						entering into a contract.	
						[Contract of employment.]	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (q) -	
						To make provision for	
						research, design,	
						development, testing and	
						advisory services and with	
						these objects to enter into	
						such arrangements with any	
						other institution or with any	
						public or	
						private body or with any	
						person or persons as may be	
						thought desirable and to	
						charge to any	
						user of such services such	
						fee as may be thought	
						desirable.]	
CONSULTANCY	Consultancy Prospect	The activities involved in	Activities include: handling	Records documenting the	Yes	Article 6 S.1 (e), necessary	
	Management	responding to enquiries	enquiries about the	handling of enquiries about	. 55	for the performance of a	
	anagement	about the institution's	institution's consultancy	consultancy, where no		task carried out in the public	
		consultancy services and in	capabilities/availability/term	further action is taken.		interest or in the exercise of	
		bidding for consultancy	s; preparing	Turtifer action is taken.		official authority vested in	
		contracts.	proposals/tenders for			the controller.	
		contracts.	consultancy projects.			[University Charter, S.3 (q) -	
			consultancy projects.			To make provision for	
						research, design,	
						development, testing and	
						advisory services and with	
						these objects to enter into	
						such arrangements with any	
						other institution or with any	
						public or	
						private body or with any	
						person or persons as may be	
						thought desirable and to	
						charge to any	
						user of such services such	
						fee as may be thought	
i	1		1			desirable.]	

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CONSULTANCY	Consultancy Prospect	The activities involved in	Activities include: handling	Records documenting the	Yes	Article 6 S.1 (b), necessary	
	Management	responding to enquiries	enquiries about the	preparation and submission		for the performance of a	
		about the institution's	institution's consultancy	of consultancy		contract to which the data	
		consultancy services and in	capabilities/availability/term	proposals/tenders, where		subject is party or in order	
		bidding for consultancy	s; preparing	the proposal/tender is		to take steps at the request	
		contracts.	proposals/tenders for	unsuccessful (i.e. does not		of the data subject prior to	
			consultancy projects.	result in a contract).		entering into a contract.	
			, , , , , , , , , , , , , , , , , , , ,	,		Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (q) -	
						To make provision for	
						research, design,	
						development, testing and	
						advisory services and with	
						these objects to enter into	
						such arrangements with any	
						other institution or with any	
						public or	
						private body or with any	
						person or persons as may be	
						thought desirable and to	
						charge to any	
						user of such services such	
						fee as may be thought	
						desirable.]	
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CONSULTANCY	Consultancy Prospect	The activities involved in	Activities include: handling	Records documenting the	Yes	Article 6 S.1 (b), necessary	
CONSULTANCY	Consultancy Prospect Management	responding to enquiries	enquiries about the	preparation and submission	Yes	Article 6 S.1 (b), necessary for the performance of a	
CONSULTANCY		responding to enquiries about the institution's	enquiries about the institution's consultancy	preparation and submission of consultancy	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in	enquiries about the institution's consultancy capabilities/availability/term	preparation and submission of consultancy proposals/tenders, where	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order	
CONSULTANCY		responding to enquiries about the institution's	enquiries about the institution's consultancy capabilities/availability/term s; preparing	preparation and submission of consultancy proposals/tenders, where the proposal/tender is	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in	enquiries about the institution's consultancy capabilities/availability/term	preparation and submission of consultancy proposals/tenders, where	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing	preparation and submission of consultancy proposals/tenders, where the proposal/tender is	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of	
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CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for	
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CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or	
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CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any user of such services such	
CONSULTANCY		responding to enquiries about the institution's consultancy services and in bidding for consultancy	enquiries about the institution's consultancy capabilities/availability/term s; preparing proposals/tenders for	preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any	

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CONSULTANCY	Consultancy Prospect	The activities involved in	Activities include: handling	Records documenting the	Yes	Article 6 S.1 (b), necessary	
	Management	responding to enquiries	enquiries about the	preparation and submission		for the performance of a	
		about the institution's	institution's consultancy	of consultancy		contract to which the data	
		consultancy services and in	capabilities/availability/term	proposals/tenders, where		subject is party or in order	
		bidding for consultancy	s; preparing	the proposal/tender is		to take steps at the request	
		contracts.	proposals/tenders for	accepted (i.e. results in a		of the data subject prior to	
			consultancy projects.	contract): working papers.		entering into a contract.	
			consultancy projects.	contracty. Working papers.		Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (q) -	
						To make provision for	
						research, design,	
						development, testing and	
						advisory services and with	
						these objects to enter into	
						such arrangements with any	
						other institution or with any	
						public or	
						private body or with any	
						person or persons as may be	
						thought desirable and to	
						charge to any	
						user of such services such	
						fee as may be thought	
						desirable.]	
CONSULTANCY	Consultancy Contract	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), necessary	
	Management	negotiating and managing	negotiating contract terms	negotiation and agreement		for the performance of a	
	Management	negotiating and managing contracts to provide	negotiating contract terms and conditions; negotiating				
	Management	contracts to provide	and conditions; negotiating	negotiation and agreement of contracts, and	·-	for the performance of a contract to which the data	
	Management			negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and		for the performance of a contract to which the data subject is party or in order to take steps at the request	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) -	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design,	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with	
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	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be	
	Management	contracts to provide	and conditions; negotiating subsequent variations to	negotiation and agreement of contracts, and subsequent variations to		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to	
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user of such services such	
fee as may be thought	
desirable.]	

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CONSULTANCY	Consultancy Project	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), necessary	
	Management	managing the conduct of	monitoring and tracking the	management of consultancy		for the performance of a	
		consultancy projects from	progress of work; preparing	projects: working papers.		contract to which the data	
		formal initiation to formal	reports for clients and other			subject is party or in order	
		completion.	stakeholders; arranging			to take steps at the request	
		completion.					
			appropriate insurance;			of the data subject prior to	
			managing project resources			entering into a contract.	
			and ensuring compliance			Article 6 S.1 (e), necessary	
			with institutional policies			for the performance of a	
			and procedures; maintaining			task carried out in the public	
			project records.			interest or in the exercise of	
			project records.			official authority vested in	
						the controller.	
						[University Charter, S.3 (q) -	
						To make provision for	
						research, design,	
						development, testing and	
						advisory services and with	
						these objects to enter into	
						such arrangements with any	
						other institution or with any	
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						private body or with any	
						person or persons as may be	
						thought desirable and to	
						charge to any	
						user of such services such	
						fee as may be thought	
						desirable.]	
CONSULTANCY	Consultancy Project Delivery		Activities depend on the	Records documenting the	Yes	Article 6 S.1 (b), necessary	
CONSULTANCY	Consultancy Project Delivery	The activities involved in providing consultancy.	type of consultancy being	scheduling of meetings,	Yes	Article 6 S.1 (b), necessary for the performance of a	
CONSULTANCY	Consultancy Project Delivery				Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being	scheduling of meetings,	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting	scheduling of meetings, interviews and other project	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting	scheduling of meetings, interviews and other project	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing	scheduling of meetings, interviews and other project	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing advice; giving presentations;	scheduling of meetings, interviews and other project	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.	
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CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing advice; giving presentations; facilitating workshops;	scheduling of meetings, interviews and other project	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any	
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CONSULTANCY	Consultancy Project Delivery	The activities involved in	Activities depend on the	Records documenting	Yes	Article 6 S.1 (b), necessary	
		providing consultancy.	type of consultancy being	substantive project work.		for the performance of a	
			provided. They might			contract to which the data	
			include: conducting			subject is party or in order	
			research; conducting			to take steps at the request	
			surveys/audits; providing			of the data subject prior to	
			advice; giving presentations;			entering into a contract.	
			facilitating workshops;			Article 6 S.1 (e), necessary	
			providing training.			for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (q) -	
						To make provision for	
						research, design,	
						development, testing and	
						advisory services and with	
						these objects to enter into	
						such arrangements with any	
						other institution or with any	
						public or	
						private body or with any	
						person or persons as may be	
						thought desirable and to	
						charge to any	
						user of such services such	
						fee as may be thought	
						desirable.]	
						uesirabie.]	
CONSULTANCY	Consultancy Project Delivery	The activities involved in	Activities depend on the	Records documenting	Yes		
CONSULTANCY	Consultancy Project Delivery		Activities depend on the type of consultancy being	Records documenting project	Yes	Article 6 S.1 (b), necessary	
CONSULTANCY	Consultancy Project Delivery	The activities involved in providing consultancy.	type of consultancy being	project	Yes	Article 6 S.1 (b), necessary for the performance of a	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might	project deliverables/outcomes:	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting	project deliverables/outcomes: draft versions and working	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting	project deliverables/outcomes:	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing	project deliverables/outcomes: draft versions and working	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to	
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CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing advice; giving presentations;	project deliverables/outcomes: draft versions and working	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a	
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CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing advice; giving presentations; facilitating workshops;	project deliverables/outcomes: draft versions and working	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing advice; giving presentations; facilitating workshops;	project deliverables/outcomes: draft versions and working	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing advice; giving presentations; facilitating workshops;	project deliverables/outcomes: draft versions and working	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any user of such services such	
CONSULTANCY	Consultancy Project Delivery		type of consultancy being provided. They might include: conducting research; conducting surveys/audits; providing advice; giving presentations; facilitating workshops;	project deliverables/outcomes: draft versions and working	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (q) - To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with any other institution or with any public or private body or with any person or persons as may be thought desirable and to charge to any	

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CONSULTANCY	Consultancy Project Delivery	The activities involved in	Activities depend on the	Records documenting	Yes	Article 6 S.1 (b), necessary	
		providing consultancy.	type of consultancy being	project		for the performance of a	
			provided. They might	deliverables/outcomes: final		contract to which the data	
			include: conducting	versions and confirmations		subject is party or in order	
			research; conducting	of client acceptance.		to take steps at the request	
			surveys/audits; providing			of the data subject prior to	
			advice; giving presentations;			entering into a contract.	
			facilitating workshops;			Article 6 S.1 (e), necessary	
			providing training.			for the performance of a	
			providing training.			task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (q) -	
						To make provision for	
						research, design,	
						development, testing and	
						advisory services and with	
						these objects to enter into	
						such arrangements with any	
						other institution or with any	
						public or	
						private body or with any	
						person or persons as may be	
						thought desirable and to	
						charge to any	
						user of such services such	
						fee as may be thought	
						desirable.]	
						desirable.j	
EDUCATION & TRAINING		The function of developing					
2200/110/1 @ 110/111110		and delivering education					
		and training programmes for					
		external organisations, and					
EDUCATION & TRAINING	Education & Training	for the public. The activities involved in	Activities include: identifying	Records documenting the			
EDUCATION & TRAINING							
	Strategy Development	developing and establishing	requirements for	development and			
		the institution's strategy for	new/revised strategy;	establishment of the			
		providing education and	undertaking research;	institution's education and			
		training programmes for	developing strategy	training strategy: key			
		external organisations, and	proposals; consulting on	records.			
		for the public.	strategy proposals;				
			reviewing and revising				
			strategy proposals in the				
			light of comments received;				
			drafting strategy				
			documents; consulting on				
			strategy documents;				
			reviewing draft strategy				
			documents in the light of				
			comments received;				
			producing final strategy				
			documents; submitting final				
			strategy documents for				
			formal endorsement;				
			formally endorsing strategy				
			documents; disseminating				
			strategy documents;				
1		I	reviewing strategy.	1			

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EDUCATION & TRAINING	Education & Training	The activities involved in	Activities include: identifying	Records documenting the		
	Strategy Development	developing and establishing	requirements for	development and		
		the institution's strategy for	new/revised strategy;	establishment of the		
		providing education and	undertaking research;	institution's education and		
		training programmes for	developing strategy	training strategy: working		
		external organisations, and	proposals; consulting on	papers.		
		for the public.	strategy proposals;	papers.		
		Tor the public.	reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
EDUCATION & TRAINING	Education & Training Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		providing education and	undertaking research;	institution's policies on		
		training programmes for	developing policy proposals;	education and training: key		
		external organisations, and	consulting on policy	records.		
		for the public.	proposals; reviewing and	records.		
		Tot the public.				
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
EDUCATION O TRANSPORT	Filmerica O. T	The second secon	policy.	Bernald 2 2		
EDUCATION & TRAINING	Education & Training Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		providing education and	undertaking research;	institution's policies on		
		training programmes for	developing policy proposals;	education and training:		
		external organisations, and	consulting on policy	working papers.		
		for the public.	proposals; reviewing and			
		,	revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
	<u> </u>		policy documents;			
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			submitting final policy					
			documents for formal					
			approval; formally					
			approving policy					
			documents; disseminating					
			policy documents; reviewing					
			policy.					
EDUCATION & TRAINING	Education & Training	The activities involved in	Activities include: identifying	Records documenting the				
EDUCATION & TRAINING								
	Procedure Development	developing the institution's	needs for new/revised	development of the				
		procedures for providing	procedure; undertaking	institution's procedures				
		education and training	research; analysing work	relating to education and				
		programmes for external	processes; drafting	training.				
		organisations, and for the	procedure documents;					
		public.						
		public.	consulting on procedure					
			documents; reviewing draft					
			procedure documents in the					
			light of comments received;					
			trialling procedure; refining					
			procedure as a result of					
			trials; submitting final					
			procedure documents for					
			formal approval; formally					
			approving procedure					
			documents; disseminating					
			procedure documents;					
			reviewing procedure.					
EDUCATION & TRAINING	Education 0 Testistics	The second three trees have 1 to		Na				
EDUCATION & TRAINING	Education & Training	The activities involved in	Activities include: identifying	Master copies of procedures				
	Procedure Development	developing the institution's	needs for new/revised	relating to education and				
		procedures for providing	procedure; undertaking	training.				
		education and training	research; analysing work					
		programmes for external	processes; drafting					
		organisations, and for the	procedure documents;					
		public.						
		public.	consulting on procedure					
			documents; reviewing draft					
			procedure documents in the					
			light of comments received;					
			trialling procedure; refining					
			procedure as a result of					
			trials; submitting final					
			procedure documents for					
			formal approval; formally					
			approving procedure					
			documents; disseminating					
			procedure documents;					
			reviewing procedure.					
EDUCATION O TELEVISION	Filmer 0.7 11	The section 1 11		Bernald Control				
EDUCATION & TRAINING	Education & Training	The activities involved in	Activities include:	Records documenting the				
	Programme Development	developing education and	developing new	development of education				
		training programmes.	programmes and new	and training programmes.				
			modules in existing					
			programmes; making					
			changes to existing					
			programmes and modules;					
			withdrawing programmes or					
			modules; obtaining and					
			maintaining accreditation					
			for programmes.					
EDUCATION & TRAINING	Education & Training	The activities involved in	Activities include: collecting	Records containing data on,	No - data considered in			
LUCCATION & TRAINING								
	Programme Review	reviewing education and	and analysing student	and analyses of, student	aggregate.			
		training programmes to	numbers and other					
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		inform ongoing programme	programme statistics;	numbers and other				
		development.	collecting, reviewing and responding to feedback on programmes from staff and students.	programme statistics.				
EDUCATION & TRAINING	Education & Training Programme Delivery	The activities involved in delivering education and training programmes.	Activities include: preparing teaching and learning materials; planning and conducting teaching and learning events.	Records documenting the preparation of teaching and learning materials.				
EDUCATION & TRAINING SEE ALSO TEACHING & LEARNING	Education & Training Programme Delivery	The activities involved in delivering education and training programmes.	Activities include: preparing teaching and learning materials; planning and conducting teaching and learning events.	Records documenting the planning and conduct of teaching and learning events.	Yes - class lists or other attendee/facilitator/tutor information.	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]	Possibly - attendance lists per UKVI requirements.	Article 9 S.2 (g), necessary for reasons of substantial public interest, on the basis of Union or Member State law
EDUCATION & TRAINING SEE ALSO TEACHING & LEARNING	Education & Training Programme Assessment	The activities involved in assessing students' progress and attainment on education and training programmes.	Activities include: setting assessments; marking/grading assessments; reviewing marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of/with examiners/assessors to confirm marks/grades; determining awards and classifications.	Records documenting the design and development of assessments.				
EDUCATION & TRAINING SEE ALSO TEACHING & LEARNING	Education & Training Programme Assessment	The activities involved in assessing students' progress and attainment on education and training programmes.	Activities include: setting assessments; marking/grading assessments; reviewing marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of/with examiners/assessors to confirm marks/grades; determining awards and classifications.	Records documenting submitted/completed assessments: formative assessments.	Yes - student information	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.]		

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EDUCATION & TRAINING	Education & Training	The activities involved in	Activities include: setting	Records documenting	Yes - student information	Article 6 S.1 (e), necessary	
	Programme Assessment	assessing students' progress	assessments;	submitted/completed		for the performance of a	
SEE ALSO TEACHING &		and attainment on	marking/grading	assessments: summative		task carried out in the public	
LEARNING		education and training	assessments; reviewing	assessments.		interest or in the exercise of	
		programmes.	marks/grades awarded in			official authority vested in	
			response to notifications of			the controller.	
			mitigating circumstances;			[University Charter, S.3 (a) -	
			conducting meetings of/with			To provide instruction in	
			examiners/assessors to			such-branches of learning as	
			confirm marks/grades;			the University may think fit,	
			determining awards and			whether for members of the	
			classifications.			University or for others, and	
						to make provision for	
						research and for the	
						advancement and	
						dissemination of knowledge	
						in such a manner as the	
						University may determine.]	
EDUCATION & TRAINING	Education & Training	The activities involved in	Activities include: setting	Records documenting	Yes -	Article 6 S.1 (e), necessary	
	Programme Assessment	assessing students' progress	assessments;	marks/grades given to	student/graduand/graduate	for the performance of a	
SEE ALSO TEACHING &	3	and attainment on	marking/grading	submitted/completed	information	task carried out in the public	
LEARNING		education and training	assessments; reviewing	summative assessments		interest or in the exercise of	
		programmes.	marks/grades awarded in	and, where appropriate,		official authority vested in	
		programmes.	response to notifications of	awards and classifications.		the controller.	
			mitigating circumstances;	awarus ana ciassincations.		[University Charter, S.3 (c) -	
			conducting meetings of/with			To grant, under conditions	
			examiners/assessors to			laid down in the Statutes or	
			confirm marks/grades;			Ordinances, a degree,	
			determining awards and			diploma, certificate or other	
			classifications.			academic award to any	
						person who shall have	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the	
						University.]	
EDUCATION & TRAINING	Education & Training	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), necessary	
	Contract Management	negotiating and managing	negotiating contract terms	negotiation and		for the performance of a	
	3	contracts with external	and conditions; negotiating	establishment of contracts.		contract to which the data	
		organisations for the	subsequent variations to			subject is party or in order	
		provision of bespoke	contracts.			to take steps at the request	
		education and training				of the data subject prior to	
		programmes.				entering into a contract.	
		programmes.				Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (q) -	
						To make provision for	
						research, design,	
						development, testing and	
						advisory services and with	
						these objects to enter into	
						such arrangements with any	
						other institution or with any	
						public or	
						private body or with any	
						person or persons as may be	
						thought desirable and to	
						charge to any	

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					user of such services such	
					fee as may be thought	
					desirable.]	
RELATED COMPANIES		The function of setting up				
MANAGEMENT		and managing related				
		companies.				
RELATED COMPANIES	Related Companies Strategy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's strategy for	new/revised strategy;	establishment of the		
		setting up and managing	undertaking research;	institution's related		
		related companies.	developing strategy	companies strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
RELATED COMPANIES	Polated Companies Strate	The activities involved in	reviewing strategy. Activities include: identifying	Records documenting the		
	Related Companies Strategy			_		
MANAGEMENT	Development	developing and establishing	requirements for	development and establishment of the		
		the institution's strategy for	new/revised strategy;			
		setting up and managing related companies.	undertaking research; developing strategy	institution's related companies strategy: working		
		related companies.	proposals; consulting on			
				papers.		
			strategy proposals; reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			comments received,			

			producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.			
RELATED COMPANIES MANAGEMENT	Related Companies Policy Development	The activities involved in developing and establishing the institution's policies on the formation and management of related companies.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's policies on the formation and management of related companies: key records.		
RELATED COMPANIES MANAGEMENT	Related Companies Policy Development	The activities involved in developing and establishing the institution's policies on the formation and management of related companies.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's policies on the formation and management of related companies: working papers.		

DELATED COLORS	Deleted Co.		A . 1 . 1 . 1 . 1 . 1 . 1 . 1 . 1 . 1 .	December 12 12		
RELATED COMPANIES MANAGEMENT	Related Companies Procedure Development	The activities involved in developing the institution's procedures for the formation and management of related companies.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to the formation and management of related companies.		
RELATED COMPANIES MANAGEMENT	Related Companies Procedure Development	The activities involved in developing the institution's procedures for the formation and management of related companies.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to the formation and management of related companies.		
COMMERCIAL SERVICES MANAGEMENT		The function of providing services on a commercial				
COMMERCIAL SERVICES MANAGEMENT	Commercial Services Strategy Development	basis. The activities involved in developing and establishing the institution's strategy for providing commercial services.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy	Records documenting the development and establishment of the institution's commercial services strategy: key records.		

			documents; disseminating strategy documents; reviewing strategy.			
COMMERCIAL SERVICES MANAGEMENT	Commercial Services Strategy Development	The activities involved in developing and establishing	Activities include: identifying requirements for	Records documenting the development and		
		the institution's strategy for providing commercial services.	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	establishment of the institution's commercial services strategy: working papers.		
COMMERCIAL SERVICES MANAGEMENT	Commercial Services Policy Development	The activities involved in developing and establishing the institution's policies on providing commercial services.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's policies on the management of commercial services: key records.		

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COMMERCIAL SERVICES	Commercial Services Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		providing commercial	undertaking research;	institution's policies on the		
		services.	developing policy proposals;	management of commercial		
			consulting on policy	services: working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
COMMERCIAL SERVICES	Commercial Services	The activities involved in	policy.	Doografia do ouver antina e tha		
MANAGEMENT	Procedure Development	developing the institution's	Activities include: identifying needs for new/revised	Records documenting the development of the		
WANAGEWENT	Procedure Development	procedures for the providing		institution's procedures		
		commercial services.	procedure; undertaking research; analysing work	relating to the management		
		commercial services.	processes; drafting	of commercial services.		
			procedure documents;	of confinercial services.		
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
COMMEDIAL CERVICES	CommonsialCarrie	The estimates investorable	reviewing procedure.	Mostovacaita afarana da		
COMMERCIAL SERVICES	Commercial Services	The activities involved in	Activities include: identifying	Master copies of procedures		
MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	relating to the management		
		procedures for the providing	procedure; undertaking	of commercial services.		
		commercial services.	research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			procedure documents;			
			reviewing procedure.			
			approving procedure documents; disseminating			
t			reviewing procedure.			

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STUDENT ADMINISTRATION		The function of				
		administering the				
		institution's contractual				
		relationships with its				
		students.				
STUDENT ADMINISTRATION	Student Administration	The activities involved in	Activities include: identifying	Records documenting the		
	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		student administration.	undertaking research;	institution's student		
			developing policy proposals;	administration policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents; submitting final policy			
			documents for formal approval; formally			
			approval; formally approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
STUDENT ADMINISTRATION	Student Administration	The activities involved in	Activities include: identifying	Records documenting the		
STODENT ADMINISTRATION	Policy Development	developing and establishing	requirements for	development and		
	Policy Development	the institution's policies on	new/revised policy;	establishment of the		
		student administration.	undertaking research;	institution's student		
		student duministration.	developing policy proposals;	administration policies:		
			consulting on policy	working papers.		
			proposals; reviewing and	Working papers.		
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
CTUDENT ABANAUCT CTCC	Civil and Advisor of	The section of the se	policy.	December 1997		
STUDENT ADMINISTRATION	Student Administration	The activities involved in	Activities include: identifying	Records documenting the		
	Procedure Development	developing the institution's	needs for new/revised	development of the		
		procedures for the	procedure; undertaking	institution's procedures		
		administration of students.	research; analysing work	relating to student		
			processes; drafting	administration.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
	1		procedure as a result of	1		

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STUDENT ADMINISTRATION	Student Administration	The activities involved in	trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure. Activities include: identifying	Master copies of procedures		
	Procedure Development	developing the institution's procedures for the administration of students.	needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	relating to student administration.		
STUDENT ADMINISTRATION	Student Recruitment	The activities involved in recruiting students to the institution.	Activities include: designing and conducting student recruitment campaigns; designing and organising 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 retention data.	Records documenting the design, conduct and summary results of student recruitment campaigns.		
STUDENT ADMINISTRATION	Student Recruitment	The activities involved in recruiting students to the institution.	Activities include: designing and conducting student recruitment campaigns; designing and organising 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 retention data.	Records documenting the design, organisation and summary results of student recruitment events.		

STUDENT ADMINISTRATION	1							
	Student Recruitment	The activities involved in	Activities include: designing	Records documenting the				
		recruiting students to the	and conducting student	design, operation and				
		institution.	recruitment campaigns;	summary results of student				
			designing and organising	recruitment schemes.				
			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 retention					
			data.					
STUDENT ADMINISTRATION	Student Recruitment	The activities involved in	Activities include: designing	Records documenting the				
		recruiting students to the	and conducting student	issue of student recruitment				
		institution.	recruitment campaigns;	materials in bulk to schools				
			designing and organising	and other organisations.				
			student recruitment events	and other organisations.				
			(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 retention					
			data.					
STUDENT ADMINISTRATION	Student Recruitment	The activities involved in	Activities include: designing	Records documenting the	Yes	Article 6 S.1 (b), necessary	Potentially - enquiries	Article 9, S.2 (a), explicit
		recruiting students to the	and conducting student	handling of enquiries from		for the performance of a	concerning support for	consent
		institution.	recruitment campaigns;	prospective students.		contract to which the data	disability etc.	[Information provided by
			designing and organising	1		subject is party or in order	,	individual to University
			student recruitment events			to take steps at the request		further to process and at
			(e.g. open days and			of the data subject prior to		data subject's own
			recruitment fairs); designing			entering into a contract.		instigation.].
								instigution. J.
			and operating student			Article 6 S.1 (e), necessary		
			and operating student recruitment schemes (e.g.			Article 6 S.1 (e), necessary for the performance of a		
			and operating student recruitment schemes (e.g. school liaison); issuing			Article 6 S.1 (e), necessary for the performance of a task carried out in the public		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g.			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) -		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit,		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine.		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University Charter, S.3 (b) -		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University Charter, S.3 (b) - To prescribe in the		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University Charter, S.3 (b) - To prescribe in the Ordinances of the University		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University Charter, S.3 (b) - To prescribe in the Ordinances of the University (hereinafter called 'the		
			and operating student recruitment schemes (e.g. school liaison); issuing recruitment materials (e.g. to schools); handling enquiries from prospective students; analysing recruitment and retention			Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University Charter, S.3 (b) - To prescribe in the Ordinances of the University		

					person may be admitted as a student of the University or to any particular course of study provided by the University. University Charter, S.9 - The organisation and management of the academic disciplines of the University, and all matters pertaining thereto which the University may think proper to regulate, shall be as prescribed in the Statutes or Ordinances.]	
STUDENT ADMINISTRATION	Student Recruitment	The activities involved in recruiting students to the institution.	Activities include: designing and conducting student recruitment campaigns; designing and organising 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 retention data.	Records containing summaries and analyses of enquiry, recruitment and retention data.		
STUDENT ADMINISTRATION	Student Admission	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.	Records documenting the development and establishment of the institution's admission criteria.		

STUDENT ADMINISTRATION	Student Admission	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), necessary	Potentially - disclosures	Article 9, S.2 (a), explicit
		admitting students to the	determining and applying	handling of applications for		for the performance of a	concerning support for	consent
		institution.	admissions criteria; handling	admission: successful		contract to which the data	disability etc.	[Information provided by
			applications for admission;	applications.		subject is party or in order	·	individual to University
			administering the clearing			to take steps at the request		further to process and at
			process; monitoring overall			of the data subject prior to		data subject's own
			student numbers.			entering into a contract.		instigation.].
						Article 6 S.1 (e), necessary		
						for the performance of a		
						task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (a) -		
						To provide instruction in		
						such-branches of learning as		
						the University may think fit,		
						whether for members of the		
						University or for others, and		
						to make provision for		
						research and for the		
						advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may determine.		
						University Charter, S.3 (b) -		
						To prescribe in the		
						Ordinances of the University		
						(hereinafter called 'the		
						Ordinances') the		
						conditions under which any		
						person may be admitted as		
						a student of the University		
						or to any		
						particular course of study		
						provided by the University.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		
			<u> </u>			Ordinances.]		

STUDENT ADMINISTRATION	Student Admission	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), necessary	Potentially - disclosures	Article 9, S.2 (a), explicit
	Stadent / talliission	admitting students to the	determining and applying	handling of applications for	163	for the performance of a	concerning support for	consent[Information
		institution.	admissions criteria; handling	admission: unsuccessful		contract to which the data	disability etc.	provided by individual to
		montation.	applications for admission;	applications.		subject is party or in order	disability etc.	University further to process
			administering the clearing			to take steps at the request		and at data subject's own
			process; monitoring overall			of the data subject prior to		instigation.].
			student numbers.			entering into a		mstigation. j.
			stadent nambers.			contract.Article 6 S.1 (e),		
						necessary for the		
						performance of a task		
						carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.[University		
						Charter, S.3 (a) - To provide		
						instruction in such-branches		
						of learning as the University		
						may think fit, whether for		
						members of the University		
						or for others, and to make		
						provision for research and		
						for the advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may		
						determine.University		
						Charter, S.3 (b) - To		
						prescribe in the Ordinances		
						of the University		
						(hereinafter called 'the		
						Ordinances') theconditions		
						under which any person		
						may be admitted as a		
						student of the University or		
						to anyparticular course of		
						study provided by the		
						University.University		
						Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		
	L		1	1		Ordinances.]		

STUDENT ADMINISTRATION	Student Admission	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.	Records documenting the administration of the clearing process.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (a) - To provide instruction in such-branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the advancement and dissemination of knowledge in such a manner as the University may determine. University Charter, S.3 (b) - To prescribe in the Ordinances of the University (hereinafter called 'the Ordinances') the conditions under which any person may be admitted as a student of the University or to any particular course of study provided by the University. University Charter, S.9 - The organisation and management of the academic disciplines of the University, and all matters pertaining thereto which the University may think proper to regulate, shall be as prescribed in the Statutes or Ordinances.]	Potentially - disclosures concerning support for disability etc.	Article 9, S.2 (a), explicit consent [Information provided by individual to University further to process and at data subject's own instigation.].
STUDENT ADMINISTRATION	Student Admission	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.	Records containing data on overall student numbers.				

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STUDENT ADMINISTRATION Student Registration	The activities involved in	Activities include: advising	Records documenting the	Yes	Article 6 S.1 (b), necessary	Potentially - disclosures	Article 9, S.2 (a), explicit
	registering students in	students on selection of	registration of individual		for the performance of a	concerning support for	consent
	academic programmes.	programmes and modules;	students on programmes.		contract to which the data	disability etc.	[Information provided by
		confirming payment of fees,	, -		subject is party or in order	,	individual to University
		including validating			to take steps at the request		further to process and at
		evidence of awards which			of the data subject prior to		data subject's own
		include payment of fees;			entering into a contract.		instigation.].
		providing information and			Article 6 S.1 (e), necessary		
		advice on funding			for the performance of a		
		opportunities for students;			task carried out in the public		
		issuing student			interest or in the exercise of		
		(identification) cards.			official authority vested in		
		(identification) cards.					
					the controller.		
					[University Charter, S.3 (a) -		
					To provide instruction in		
					such-branches of learning as		
					the University may think fit,		
					whether for members of the		
					University or for others, and		
					to make provision for		
					research and for the		
					advancement and		
					dissemination of knowledge		
					in such a manner as the		
					University may determine.		
					University Charter, S.3 (b) -		
					To prescribe in the		
					Ordinances of the University		
					(hereinafter called 'the		
					Ordinances') the		
					conditions under which any		
					person may be admitted as		
					a student of the University		
					or to any		
					particular course of study		
					provided by the University.		
					University Charter, S.3 (d)To		
					admit any graduate of		
					another University to a		
					degree of equal or similar		
					rank in the University.		
					University Charter, S.9 - The		
					organisation and		
					management of the		
					academic disciplines of the		
					University, and all matters		
					pertaining thereto which the		
					University may think proper		
					to regulate, shall be as		
					prescribed in the Statutes or		
					Ordinances.]		
STUDENT ADMINISTRATION Student Registration	The activities involved in	Activities include: advising	Records containing		Cramaneco.j		
Student Registration							
	registering students in	students on selection of	summaries and analyses of				
	academic programmes.	programmes and modules;	data on registration of				
		confirming payment of fees,	students on programmes				
		including validating					
		evidence of awards which					
		include payment of fees;					
		providing information and					
		advice on funding					
		opportunities for students;					
		issuing student					
		(identification) cards.					
		(identification) cards.	1				

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STUDENT ADMINISTRATION	Student Induction	The activities involved in	Activities include:	Records documenting the				
		designing and organising	developing student	design, conduct and review				
		induction programmes for	induction programmes (e.g.	of induction programmes for				
		new students.	Freshers Week); organising	new students.				
			programmed events;					
			recruiting and organising					
			staff and students to lead					
			and support programmed					
			events.					
STUDENT ADMINISTRATION	Student Induction	The extinities involved in	Activities include:	Danada dan markina tha				
STUDENT ADMINISTRATION	Student induction	The activities involved in		Records documenting the				
		designing and organising	developing student	administration of induction				
		induction programmes for	induction programmes (e.g.	programmes and events for				
		new students.	Freshers Week); organising	new students.				
			programmed events;					
			recruiting and organising					
			staff and students to lead					
			and support programmed					
			events.					
STUDENT ADMINISTRATION	Student Records	The activities involved in 1)	Activities include: setting up	Records containing personal	Yes	Article 6 S.1 (b), necessary	Potentially - disclosures	Article 9, S.2 (a), explicit
	Administration	compiling and maintaining	student records for new	data on individual students		for the performance of a	concerning support for	consent
		complete and accurate	students; collecting data and			contract to which the data	disability, helath conditions,	[Information provided by
		records of the progress,	updating student records in			subject is party or in order	mitigating circumstances	individual to University
		attainment and conduct of	accordance with			to take steps at the request	etc.	further to process and at
			institutional rules and				etc.	
		students throughout their				of the data subject prior to		data subject's own
		relationship with the	regulations (e.g. data on			entering into a contract.		instigation.].
		institution 2) making	criminal convictions);			Article 6 S.1 (e), necessary		
		students' records, and	conducting standard			for the performance of a		
		aggregated student data	analyses of data on			task carried out in the public		
		and analyses available to	students; conducting ad hoc			interest or in the exercise of		
		departments to support	analyses of data to meet			official authority vested in		
		other institutional activities.	specific requirements;			the controller.		
			distributing student records,			[University Charter, S.3 (a) -		
			and aggregated data and			To provide instruction in		
			analyses, to departments in			such-branches of learning as		
			accordance with			the University may think fit,		
			institutional rules and			whether for members of the		
			regulations and in			University or for others, and		
			compliance with legal			to make provision for		
			_			•		
			restrictions on the			research and for the		
			collection, handling and use			advancement and		
			of personal data; producing			dissemination of knowledge		
			transcripts for current and			in such a manner as the		
			former students; confirming			University may determine.		
			awards and providing			University Charter, S.3 (b) -		
			general references for			To prescribe in the		
			students; conducting First			Ordinances of the University		
			Destination Surveys.			(hereinafter called 'the		
						Ordinances') the		
						conditions under which any		
						person may be admitted as		
						a student of the University		
						or to any		
						particular course of study		
						provided by the University.		
						University Charter, S.3 (d)To		
						admit any graduate of		
						another University to a		
			1	i		degree of equal or similar		
						rank in the University.		
						rank in the University.		
						rank in the University. University Charter, S.9 - The		
						rank in the University.		

					University, and all matters pertaining thereto which the University may think proper to regulate, shall be as prescribed in the Statutes or Ordinances.]	
CTUDENT ADMINISTRATION	Student Decords	The estivities involved in 1)	Activities includes acting up	Doggado containing standard		
STUDENT ADMINISTRATION	Student Records Administration	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: setting up student 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 restrictions on the collection, handling and use of personal data; producing transcripts for current and former students; confirming awards and providing general references for students; conducting First Destination Surveys.	Records containing standard analyses of data from individual students' records.		

STUDENT ADMINISTRATION	Student Records	The activities involved in 1)	Activities include: setting up	Records documenting the	Yes	Article 6 S.1 (b), necessary	Potentially - disclosures	Article 9, S.2 (a), explicit
STODERT ADMINISTRATION	Administration	compiling and maintaining	student records for new	handling of requests for ad	163	for the performance of a	concerning support for	consent[Information
		complete and accurate	students; collecting data and	hoc analyses of data from		contract to which the data	disability, helath conditions,	provided by individual to
		records of the progress,	updating student records in	individual students' records.		subject is party or in order	mitigating circumstances	University further to process
		attainment and conduct of	accordance with	marriadar stadents records.		to take steps at the request	etc.	and at data subject's own
		students throughout their	institutional rules and			of the data subject prior to	ctc.	instigation.].
		relationship with the	regulations (e.g. data on			entering into a		instigation. j.
		institution 2) making	criminal convictions);			contract.Article 6 S.1 (c)		
		students' records, and	conducting standard			necessary for compliance		
			_					
		aggregated student data	analyses of data on			with a legal obligation to		
		and analyses available to	students; conducting ad hoc			which the controller is		
		departments to support	analyses of data to meet			subject.Article 6 S.1 (e),		
		other institutional activities.	specific requirements;			necessary for the		
			distributing student records,			performance of a task		
			and aggregated data and			carried out in the public		
			analyses, to departments in			interest or in the exercise of		
			accordance with			official authority vested in		
			institutional rules and			the controller.[University		
			regulations and in			Charter, S.3 (a) - To provide		
			compliance with legal			instruction in such-branches		
			restrictions on the			of learning as the University		
			collection, handling and use			may think fit, whether for		
			of personal data; producing			members of the University		
			transcripts for current and			or for others, and to make		
			former students; confirming			provision for research and		
			awards and providing			for the advancement and		
			general references for			dissemination of knowledge		
			students; conducting First			in such a manner as the		
			Destination Surveys.			University may		
						determine.University		
						Charter, S.3 (b) - To		
						prescribe in the Ordinances		
						of the University		
						(hereinafter called 'the		
						Ordinances') theconditions		
						under which any person		
						may be admitted as a		
						student of the University or		
						to anyparticular course of		
						study provided by the		
						University.University		
						Charter, S.3 (d)To admit any		
						graduate of another		
						University to a degree of		
						equal or similar rank in the		
						University.University		
						Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

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STUDENT ADMINISTRATION	Student Records	The activities involved in 1)	Activities include: setting up	Records documenting the	Yes	Article 6 S.1 (b), necessary	
	Administration	compiling and maintaining	student records for new	handling of individual		for the performance of a	
		complete and accurate	students; collecting data and	students' requests for		contract to which the data	
		records of the progress,	updating student records in	statements of		subject is party or in order	
		attainment and conduct of	accordance with	results/transcripts.		to take steps at the request	
		students throughout their	institutional rules and			of the data subject prior to	
		relationship with the	regulations (e.g. data on			entering into a contract.	
		institution 2) making	criminal convictions);			Article 6 S.1 (c) necessary for	
		students' records, and	conducting standard			compliance with a legal	
		aggregated student data	analyses of data on			obligation to which the	
		and analyses available to	students; conducting ad hoc			controller is subject.	
		departments to support	analyses of data to meet			Article 6 S.1 (a), the data	
		other institutional activities.	specific requirements;			subject has given consent to	
			distributing student records,			the processing of his or her	
			and aggregated data and			personal data for one or	
			analyses, to departments in			more specific purposes.	
			accordance with			Article 6 S.1 (e), necessary	
			institutional rules and			for the performance of a	
			regulations and in			task carried out in the public	
			compliance with legal			interest or in the exercise of	
			restrictions on the			official authority vested in	
			collection, handling and use			the controller.	
			of personal data; producing			[University Charter, S.3 (a) -	
			transcripts for current and			To provide instruction in	
			former students; confirming			such-branches of learning as	
			awards and providing			the University may think fit,	
			general references for			whether for members of the	
			students; conducting First			University or for others, and	
			Destination Surveys.			to make provision for	
						research and for the	
						advancement and	
						dissemination of knowledge	
						in such a manner as the	
						University may determine.	
						University Charter, S.3 (c) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, a degree,	
						diploma,	
						certificate or other	
						academic award to any	
						person who shall have	
						•	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed	
						by the University.	
						University Charter, S.9 - The	
						organisation and	
						management of the	
						academic disciplines of the	
						University, and all matters	
						pertaining thereto which the	
						University may think proper	
						to regulate, shall be as	
						prescribed in the Statutes or	
						Ordinances.]	

STUDENT ADMINISTRATION	Student Records	The activities involved in 1)	Activities include: setting up	Records documenting the	Yes	Article 6 S.1 (a), the data	
	Administration	compiling and maintaining	student records for new	handling of requests for		subject has given consent to	
		complete and accurate	students; collecting data and	confirmation of individual		the processing of his or her	
		records of the progress,	updating student records in	students' awards,		personal data for one or	
		attainment and conduct of	accordance with	attendance or conduct from		more specific purposes.	
		students throughout their	institutional rules and	employers and other		Article 6 S.1 (b), processing	
		relationship with the	regulations (e.g. data on	educational institutions.		is necessary for the	
		institution 2) making	criminal convictions);			performance of a contract	
		students' records, and	conducting standard			to which the data subject is	
		aggregated student data	analyses of data on			party or in order to take	
		and analyses available to	students; conducting ad hoc			steps at the request of the	
			,			•	
		departments to support	analyses of data to meet			data subject prior to	
		other institutional activities.	specific requirements;			entering into a contract.	
			distributing student records,			Article 6 S.1 (c), processing is	
			and aggregated data and			necessary for compliance	
			analyses, to departments in			with a legal obligation to	
			accordance with			which the controller is	
			institutional rules and			subject.	
			regulations and in			Article 6 S.1 (e), necessary	
			compliance with legal			for the performance of a	
			restrictions on the			task carried out in the public	
			collection, handling and use			interest or in the exercise of	
			of personal data; producing			official authority vested in	
			transcripts for current and			the controller.	
			former students; confirming			[University Charter, S.3 (c) -	
			awards and providing			To grant, under conditions	
			general references for			laid down in the Statutes or	
			students; conducting First			Ordinances, a degree,	
			Destination Surveys.			diploma,	
						certificate or other	
						academic award to any	
						person who shall have	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed	
						by the University.	
						University Charter, S.9 - The	
						organisation and	
						management of the	
						academic disciplines of the	
						University, and all matters	
						pertaining thereto which the	
						University may think proper	
						to regulate, shall be as	
						prescribed in the Statutes or	
						Ordinances.]	
STUDENT ADMINISTRATION	Student Records	The activities involved in 1)	Activities include: setting up	Records documenting the		C. amaneco.j	
STODENT ADMINISTRATION		-		_			
	Administration	compiling and maintaining	student records for new	design and conduct of First			
		complete and accurate	students; collecting data and	Destination Surveys.			
		records of the progress,	updating student records in				
		attainment and conduct of	accordance with				
		students throughout their	institutional rules and				
		relationship with the	regulations (e.g. data on				
		institution 2) making	criminal convictions);				
		students' records, and	conducting standard				
		aggregated student data	analyses of data on				
		and analyses available to	students; conducting ad hoc				
		departments to support	analyses of data to meet				
		other institutional activities.	specific requirements;				
			distributing student records,				
			and aggregated data and				
	•	ì	i ana appreparea ada ana	Î.			

STUDENT ADMINISTRATION	Student Records Administration	The activities involved in 1) compiling and maintaining complete and accurate	analyses, to departments in accordance with institutional rules and regulations and in compliance with legal restrictions on the collection, handling and use of personal data; producing transcripts for current and former students; confirming awards and providing general references for students; conducting First Destination Surveys. Activities include: setting up students; collecting data and	First Destination Surveys: individual responses	Yes	Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to	Yes	Article 9, S.2 (g), processing is necessary for reasons of substantial public interest,
		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.	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 restrictions on the collection, handling and use of personal data; producing transcripts for current and former students; confirming awards and providing general references for students; conducting First Destination Surveys.			which the controller is subject. [HESA requirements] Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.		on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [HESA requirements] Article 9, S.2 (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
STUDENT ADMINISTRATION	Student Records Administration	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: setting up student 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	Records containing (anonymised) summaries and analyses of the results of First Destination Surveys.				

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			accordance with					
			institutional rules and					
			regulations and in					
			compliance with legal					
			restrictions on the					
			collection, handling and use					
			of personal data; producing					
			transcripts for current and					
			former students; confirming					
			awards and providing					
			general references for					
			students; conducting First					
			Destination Surveys.					
STUDENT ADMINISTRATION	Student Progress	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), necessary	Potentially - disclosures	Article 9, S.2 (a), explicit
	Administration	tracking the academic	identifying and monitoring	academic progress of		for the performance of a	concerning support for	consent[Information
		progress of students,	unsatisfactory academic	individual students and		contract to which the data	disability, helath conditions,	provided by individual to
		administering changes to	performance and progress;	formal action taken by the		subject is party or in order	mitigating circumstances	University further to process
		programmes of study and	administering transfers to	institution to deal with		to take steps at the request	etc.	and at data subject's own
		ensuring that correct	new programmes and	unsatisfactory progress.		of the data subject prior to		instigation.].
		procedures are followed.	changes of modules within	1. 5		entering into a		
			programmes; verifying that			contract.Article 6 S.1 (c)		
			students have satisfied			necessary for compliance		
			institutional regulations for			with a legal obligation to		
			awards; administering			which the controller is		
			withdrawals from the			subject.Article 6 S.1 (e),		
			institution; administering			necessary for the		
			terminations of			performance of a task		
			programmes.			carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.[University		
						Charter, S.3 (a) - To provide		
						instruction in such-branches		
						of learning as the University		
						may think fit, whether for		
						members of the University		
						or for others, and to make		
						provision for research and		
						for the advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may		
						determine.University		
						Charter, S.3 (o) - To		
						prescribe rules for the		
						discipline of the students of		
						the University and to		
						prescribe by Ordinance the		
						procedure by which any		
						infractions of discipline shall		
						be investigated		
						andjudged.University		
						Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ADMINISTRATION	Student Progress	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	Potentially - disclosures	Article 9, S.2 (a), explicit
	Administration	tracking the academic	identifying and monitoring	transfer of individual		is necessary for the	concerning support for	consent
		progress of students,	unsatisfactory academic	students to new		performance of a contract	disability, helath conditions,	[Information provided by
		administering changes to	performance and progress;	programmes or to new		to which the data subject is	mitigating circumstances	individual to University
		programmes of study and	administering transfers to	courses within programmes.		party or in order to take	etc.	further to process and at
		ensuring that correct	new programmes and			steps at the request of the		data subject's own
		procedures are followed.	changes of modules within			data subject prior to		instigation.].
		·	programmes; verifying that			entering into a contract.		
			students have satisfied			Article 6 S.1 (c), processing is		
			institutional regulations for			necessary for compliance		
			awards; administering			with a legal obligation to		
			withdrawals from the			which the controller is		
			institution; administering			subject.		
			terminations of			Article 6 S.1 (e), necessary		
			programmes.			for the performance of a		
						task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (a) -		
						To provide instruction in		
						such-branches of learning as		
						the University may think fit,		
						whether for members of the		
						University or for others, and		
						to make provision for		
						research and for the		
						advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may determine.		
						University Charter, S.3 (o) -		
						To prescribe rules for the		
						discipline of the students of		
						the University and to		
						prescribe by Ordinance the		
						procedure by which any		
						infractions of discipline shall		
						be investigated and		
						judged.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ADMINISTRATION	Student Progress	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	Potentially - disclosures	Article 9, S.2 (a), explicit
	Administration	tracking the academic	identifying and monitoring	withdrawal of individual		is necessary for the	concerning support for	consent
		progress of students,	unsatisfactory academic	students from the		performance of a contract	disability, helath conditions,	[Information provided by
		administering changes to	performance and progress;	institution.		to which the data subject is	mitigating circumstances	individual to University
		programmes of study and	administering transfers to			party or in order to take	etc.	further to process and at
		ensuring that correct	new programmes and			steps at the request of the		data subject's own
		procedures are followed.	changes of modules within			data subject prior to		instigation.].
		·	programmes; verifying that			entering into a contract.		3 1
			students have satisfied			Article 6 S.1 (c), processing is		
			institutional regulations for			necessary for compliance		
			awards; administering			with a legal obligation to		
			withdrawals from the			which the controller is		
			institution; administering			subject.		
			terminations of			Article 6 S.1 (e), necessary		
			programmes.			for the performance of a		
						task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (a) -		
						To provide instruction in		
						such-branches of learning as		
						the University may think fit,		
						whether for members of the		
						University or for others, and		
						to make provision for		
						research and for the		
						advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may determine.		
						University Charter, S.3 (o) -		
						To prescribe rules for the		
						discipline of the students of		
						the University and to		
						prescribe by Ordinance the		
						procedure by which any		
						infractions of discipline shall		
						be investigated and		
						judged.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ADMINISTRATION	Student Progress	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	Potentially - disclosures	Article 9, S.2 (a), explicit
	Administration	tracking the academic	identifying and monitoring	termination of individual		is necessary for the	concerning support for	consent
		progress of students,	unsatisfactory academic	students' programmes.		performance of a contract	disability, helath conditions,	[Information provided by
		administering changes to	performance and progress;	, 0		to which the data subject is	mitigating circumstances	individual to University
		programmes of study and	administering transfers to			party or in order to take	etc.	further to process and at
		ensuring that correct	new programmes and			steps at the request of the		data subject's own
		procedures are followed.	changes of modules within			data subject prior to		instigation.].
		,	programmes; verifying that			entering into a contract.		
			students have satisfied			Article 6 S.1 (c), processing is		
			institutional regulations for			necessary for compliance		
			awards; administering			with a legal obligation to		
			withdrawals from the			which the controller is		
			institution; administering			subject.		
			terminations of			Article 6 S.1 (e), necessary		
			programmes.			for the performance of a		
			p. 38. a			task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (a) -		
						To provide instruction in		
						such-branches of learning as		
						the University may think fit,		
						whether for members of the		
						University or for others, and		
						to make provision for		
						research and for the		
						advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may determine.		
						University Charter, S.3 (o) -		
						To prescribe rules for the		
						discipline of the students of		
						the University and to		
						prescribe by Ordinance the		
						procedure by which any		
						infractions of discipline shall		
						be investigated and		
						judged.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ADMINISTRATION	Student Disciplinary Case	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	Potentially - disclosures	Article 9, S.2 (a), explicit
	Handling	conducting disciplinary	investigating allegations	conduct and results of		is necessary for the	concerning support for	consent
		proceedings against	against students; informing	disciplinary proceedings		performance of a contract	disability, helath conditions,	[Information provided by
		students for breaches of the	students of disciplinary	against individual students.		to which the data subject is	mitigating circumstances	individual to University
		institution's academic	decisions and imposing			party or in order to take	etc.	further to process and at
		regulations or for	penalties; considering			steps at the request of the		data subject's own
		misconduct.	appeals by students against			data subject prior to		instigation.].
			disciplinary decisions or			entering into a contract.		
			penalties imposed.			Article 6 S.1 (c), processing is		
						necessary for compliance		
						with a legal obligation to		
						which the controller is		
						subject.		
						Article 6 S.1 (e), necessary		
						for the performance of a		
						task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (a) -		
						To provide instruction in		
						such-branches of learning as		
						the University may think fit,		
						whether for members of the		
						University or for others, and		
						to make provision for		
						research and for the		
						advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may determine.		
						University Charter, S.3 (o) -		
						To prescribe rules for the		
						discipline of the students of		
						the University and to		
						prescribe by Ordinance the		
						procedure by which any		
						infractions of discipline shall		
						be investigated and		
						judged.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ADMINISTRATION	Student Academic Appeal	The activities involved in	Activities include: reviewing	Records documenting the	Yes	Article 6 S.1 (b), processing	Potentially - disclosures	Article 9, S.2 (a), explicit
	Handling	handling appeals by	original marks; considering	handling and results of		is necessary for the	concerning support for	consent[Information
		students against academic	mitigating circumstances;	academic appeals by		performance of a contract	disability, helath conditions,	provided by individual to
		decisions.	informing students of	individual students.		to which the data subject is	mitigating circumstances	University further to process
			decisions on appeals.			party or in order to take	etc.	and at data subject's own
						steps at the request of the		instigation.].
						data subject prior to		,
						entering into a		
						contract.Article 6 S.1 (c),		
						processing is necessary for		
						compliance with a legal		
						obligation to which the		
						controller is subject.Article 6		
						S.1 (e), necessary for the		
						performance of a task		
						carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.[University		
						Charter, S.3 (a) - To provide		
						instruction in such-branches		
						of learning as the University		
						may think fit, whether for		
						members of the University		
						or for others, and to make		
						provision for research and		
						for the advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may		
						determine.University		
						Charter, S.3 (o) - To		
						prescribe rules for the		
						discipline of the students of		
						the University and to		
						prescribe by Ordinance the		
						procedure by which any		
						infractions of discipline shall		
						be investigated andjudged.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ADMINISTRATION	Student Complaint Handling	The activities involved in	Activities include: reviewing	Records documenting the	Yes	Article 6 S.1 (b), processing	Potentially - disclosures	Article 9, S.2 (a), explicit
	Stadent complaint namaling	handling formal complaints	student complaints;	handling of formal	163	is necessary for the	concerning support for	consent
		by students against the	informing students of	complaints made by		performance of a contract	disability, helath conditions,	[Information provided by
		institution.	decisions on complaints;	individual students against		to which the data subject is	mitigating circumstances	individual to University
		mistitution.	referring student complaints	the institution.		party or in order to take	etc.	further to process and at
			for independent review by	the institution.		steps at the request of the	etc.	data subject's own
			the Office of the			data subject prior to		instigation.].
			Independent Adjudicator for			entering into a contract.		Article 9, S.2 (g), processing
			Higher Education.			Article 6 S.1 (c), processing is		is necessary for reasons of
						necessary for compliance		substantial public interest,
						with a legal obligation to		on the basis of Union or
						which the controller is		Member State law which
						subject.		shall be proportionate to
						Article 6 S.1 (e), necessary		the aim pursued, respect
						for the performance of a		the essence of the right to
						task carried out in the public		data protection and provide
						interest or in the exercise of		for suitable and specific
						official authority vested in		measures to safeguard the
						the controller.		fundamental rights and the
						[University Charter, S.3 (a) -		interests of the data
						To provide instruction in		subject.
						such-branches of learning as		SPSO requirements]
						the University may think fit,		
						whether for members of the		
						University or for others, and		
						to make provision for		
						research and for the		
						advancement and		
						dissemination of knowledge		
						in such a manner as the		
						University may determine.		
						University Charter, S.3 (o) -		
						To prescribe rules for the		
						discipline of the students of		
						the University and to		
						prescribe by Ordinance the		
						procedure by which any		
						infractions of discipline shall		
						be investigated and		
						judged.]		
						Article 6 S.1 (c), processing is		
						necessary for compliance		
						with a legal obligation to		
						which the controller is		
						subject.		
						[SPSO requirements.]		

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ACADIMIC PROGRAMME ADMINISTRATION ACADIMIC PROGRAMME ADMINISTRATION Acadimic programme Acadimic production of the control of the cont	STUDENT ADMINISTRATION	Student Complaint Handling	The activities involved in	Activities include: reviewing	Records documenting the	Yes	Article 6 S.1 (b), processing	Potentially - disclosures	Article 9, S.2 (a), explicit
decroes on complaining and the formation of the formation							•		
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For independent review by the first and the company of the process of the data subject come to higher Education. **To be for class of the company of the co			institution.	The state of the s	-				
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ACADEMIC PROGRAMME ADMINISTRATION ACADEMIC PROGRAM							interest or in the exercise of		for suitable and specific
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			the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.			
ACADEMIC PROGRAMME ADMINISTRATION	Academic Programme Administration Policy Development	The activities involved in developing and establishing the institution's policies on the administration of academic programmes.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's academic programme administration policies: working papers.		
ACADEMIC PROGRAMME ADMINISTRATION	Academic Programme Administration Procedure Development	The activities involved in developing the institution's procedures for the administration of academic programmes.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to academic programme administration.		
ACADEMIC PROGRAMME ADMINISTRATION	Academic Programme Administration Procedure Development	The activities involved in developing the institution's procedures for the administration of academic programmes.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;	Master copies of procedures relating to academic programme administration.		

ACADEMIC PROGRAMME ADMINISTRATION	Academic Programme Coordination	The activities involved in coordinating the delivery of academic programmes.	trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure. Activities include: timetabling teaching; compiling class and tutorial lists; scheduling the submission, marking and return of assessed work, and monitoring compliance with these schedules; monitoring students' attendance; organising required work placements; issuing attendance certificates for postgraduate research	Records documenting the administration of academic programmes.		
ACADEMIC AWARD ADMINISTRATION		The function of administering the conferment of the institution's academic awards.	students.			
ACADEMIC AWARD ADMINISTRATION	Academic Award Administration Policy Development	The activities involved in developing and establishing the institution's policies on the conferment of academic awards.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's academic award administration policies: key records.		
ACADEMIC AWARD ADMINISTRATION	Academic Award Administration Policy Development	The activities involved in developing and establishing the institution's policies on the conferment of academic awards.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on	Records documenting the development and establishment of the institution's academic award administration policies: working papers.		

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			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
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			policy documents; reviewing policy.			
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ACADEMIC AWARD	Academic Award	The activities involved in	Activities include: identifying	Records documenting the		
ADMINISTRATION	Administration Procedure	developing the institution's	needs for new/revised	development of the		
	Development	procedures for the	procedure; undertaking	institution's procedures		
		conferment of academic	research; analysing work	relating to academic award		
		awards.	processes; drafting	administration.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
ACADEMIC AWARD	Academic Award	The activities involved in	Activities include: identifying	Master copies of procedures		
ADMINISTRATION	Administration Procedure	developing the institution's	needs for new/revised	relating to academic award		
ADMINISTRATION	Development	procedures for the	procedure; undertaking	administration.		
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			processes; drafting			
		awards.	procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			

			T			
ACADEMIC AWARD	Academic Award	The activities involved in	For awards to students,	Records documenting the	Yes	Article 6 S.1 (b), processing
ADMINISTRATION	Conferment	administering the	activities include: issuing	notification of awards to		is necessary for the
		conferment of the	lists and individual	students and the issue of		performance of a contract
		institution's academic	notifications of awards;	awards certificates.		to which the data subject is
		awards.	organising the production of			party or in order to take
			awards certificates; issuing			steps at the request of the
			awards certificates to			data subject prior to
			students who do not attend			entering into a contract.
			awards ceremonies.			Article 6 S.1 (c), processing is
			awards ceremonies.			
			1			necessary for compliance
			For honorary awards,			with a legal obligation to
			activities include: inviting			which the controller is
			and receiving nominations			subject.
			for honorary awards;			Article 6 S.1 (e), necessary
			considering nominations for			for the performance of a
			honorary awards and			task carried out in the public
			preparing recommendations			interest or in the exercise of
			for submission to the			official authority vested in
			appropriate committee;			the controller.
			issuing offers of awards and			[University Charter, S.3 (c) -
			handling responses.			
			nandling responses.			To grant, under conditions
						laid down in the Statutes or
						Ordinances, a degree,
						diploma,
						certificate or other
						academic award to any
						person who shall have
						pursued a course of study
						approved by the University
						and shall have passed the
						examinations or other tests
						prescribed by the University.
						University Charter, S.3 (e) -
						To grant, under conditions
						laid down in the Statutes or
						Ordinances, any degree of
						the
						University to any person
						who holds office in the
						University or who shall have
						carried on research therein.
						University Charter, S.3 (f) -
						To grant to any approved
						person, under conditions
						laid down in the Statutes or
						Ordinances, an honorary
						degree or other academic
						award.
						University Charter, S.9 - The
						organisation and
						management of the
						academic disciplines of the
						University, and all matters
						pertaining thereto which the
						University may think proper
						to regulate, shall be as
						prescribed in the Statutes or
						Ordinances.]
			1	1		Oramanices.j

ACADEMIC AWARD	Academic Award	The activities involved in	For awards to students,	Records documenting the	Yes	Article 6 S.1 (e), necessary	
ADMINISTRATION	Conferment	administering the	activities include: issuing	process of inviting, receiving	163	for the performance of a	
ADMINISTRATION	Comerment	conferment of the	lists and individual	and considering		task carried out in the public	
		institution's academic	notifications of awards;	nominations for honorary		interest or in the exercise of	
		awards.	organising the production of	awards.		official authority vested in	
		awarus.	awards certificates; issuing	awarus.		the controller.	
			awards certificates, issuing			[University Charter, S.3 (f) -	
			students who do not attend awards ceremonies.			To grant to any approved	
			awards ceremonies.			person, under conditions	
			F b			laid down in the Statutes or	
			For honorary awards,			Ordinances, an honorary	
			activities include: inviting			degree or other academic	
			and receiving nominations			award.]	
			for honorary awards;				
			considering nominations for				
			honorary awards and				
			preparing recommendations				
			for submission to the				
			appropriate committee;				
			issuing offers of awards and				
			handling responses.				
ACADEMIC AWARD	Academic Award	The activities involved in	For awards to students,	Records documenting offers	Yes	Article 6 S.1 (e), necessary	
ADMINISTRATION	Conferment	administering the	activities include: issuing	of honorary awards and		for the performance of a	
		conferment of the	lists and individual	responses received.		task carried out in the public	
		institution's academic	notifications of awards;			interest or in the exercise of	
		awards.	organising the production of			official authority vested in	
			awards certificates; issuing			the controller.	
			awards certificates to			[University Charter, S.3 (f) -	
			students who do not attend			To grant to any approved	
			awards ceremonies.			person, under conditions	
						laid down in the Statutes or	
			For honorary awards,			Ordinances, an honorary	
			activities include: inviting			degree or other academic	
			and receiving nominations			award.]	
			for honorary awards;				
			considering nominations for				
			honorary awards and				
			preparing recommendations				
			for submission to the				
			appropriate committee;				
			issuing offers of awards and				
			handling responses.				

ACADEMIC AWARD	Award Ceremony	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	
ADMINISTRATION	Administration	organising awards	determining dates, times	organisation of award	163	is necessary for the	
ADMINISTRATION	Administration	ceremonies.	and venues for ceremonies;	ceremonies.		performance of a contract	
		ceremonies.	planning ceremonies; issuing	ceremonies.		to which the data subject is	
			invitations and/or tickets for			party or in order to take	
			ceremonies; designing			steps at the request of the	
			programmes for ceremonies			data subject prior to	
			and arranging production			entering into a contract.	
			and distribution; organising			Article 6 S.1 (e), necessary	
			official photography of			for the performance of a	
			ceremonies; organising			task carried out in the public	
			media coverage of			interest or in the exercise of	
			ceremonies.			official authority vested in	
						the controller.	
						[University Charter, S.3 (c) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, a degree,	
						diploma,	
						certificate or other	
						academic award to any	
						person who shall have	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the University.	
						University Charter, S.3 (e) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, any degree of	
						the	
						University to any person	
						who holds office in the	
						University or who shall have	
						carried on research therein.	
						University Charter, S.3 (f) -	
						To grant to any approved	
						person, under conditions	
						laid down in the Statutes or	
						Ordinances, an honorary	
						degree or other academic	
						award.]	
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ACADEMIC AWARD	Award Ceremony	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	
ADMINISTRATION	Administration	organising awards	determining dates, times	production of award	163	is necessary for the	
ADMINISTRATION	Administration						
		ceremonies.	and venues for ceremonies;	certificates.		performance of a contract	
			planning ceremonies; issuing			to which the data subject is	
			invitations and/or tickets for			party or in order to take	
			ceremonies; designing			steps at the request of the	
			programmes for ceremonies			data subject prior to	
			and arranging production			entering into a contract.	
			and distribution; organising			Article 6 S.1 (c), processing is	
			official photography of			necessary for compliance	
			ceremonies; organising			with a legal obligation to	
			media coverage of			which the controller is	
			ceremonies.			subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (c) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, a degree,	
						diploma,	
						certificate or other	
						academic award to any	
						person who shall have	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the University.	
						University Charter, S.3 (e) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, any degree of	
						the	
						University to any person	
						who holds office in the	
						University or who shall have	
						carried on research therein.	
						University Charter, S.3 (f) -	
						To grant to any approved	
						person, under conditions	
						laid down in the Statutes or	
						Ordinances, an honorary	
						degree or other academic	
						award.]	

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			the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.			
STUDENT ASSESSMENT ADMINISTRATION	Academic Assessment Administration Policy Development	The activities involved in developing and establishing the institution's policies on the conduct of academic assessments.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's academic assessment administration policies: working papers.		
STUDENT ASSESSMENT ADMINISTRATION	Academic Assessment Administration Procedure Development	The activities involved in developing the institution's procedures for the conduct of academic assessments.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to academic assessment administration.		
STUDENT ASSESSMENT ADMINISTRATION	Academic Assessment Administration Procedure Development	The activities involved in developing the institution's procedures for the conduct of academic assessments.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;	Master copies of procedures relating to academic assessment administration.		

			trialling procedure; refining				
			procedure as a result of				
			trials; submitting final				
			procedure documents for				
			formal approval; formally				
			approving procedure				
			documents; disseminating				
			procedure documents;				
			reviewing procedure.				
STUDENT ASSESSMENT	External Examiner	The activities involved in	Activities include: recruiting	Records documenting the	Yes	Article 6 S.1 (b), processing	
ADMINISTRATION	Administration	recruiting, appointing and	and appointing external	selection and appointment		is necessary for the	
		supporting external	examiners; liaising with	of external examiners.		performance of a contract	
		examiners.	external examiners on			to which the data subject is	
			administrative matters (e.g.			party or in order to take	
			accommodation, expenses).			steps at the request of the	
						data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), processing is	
						necessary for compliance	
						with a legal obligation to	
						which the controller is	
						subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (c) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, a degree,	
						diploma,	
						certificate or other	
						academic award to any	
						person who shall have	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the University.	
						University Charter, S.3 (n) -	
						To institute such offices as	
						the purposes of the	
						University may require, to	
						appoint persons to and to	
						remove them from such	
						offices, and to prescribe	
						their terms and conditions	
						of service.	
						University Charter, S.9 - The	
						organisation and	
						management of the	
						academic disciplines of the	
						University, and all matters	
						pertaining thereto which the	
						University may think proper	
						to regulate, shall be as	
						prescribed in the Statutes or	
						Ordinances.]	

STUDENT ASSESSMENT	External Examiner	The activities involved in	Activities include: recruiting	Records documenting liaison	Vec	Article 6 S.1 (b), processing	
ADMINISTRATION	Administration	recruiting, appointing and	and appointing external	with external examiners on	163	is necessary for the	
ADMINISTRATION	Administration						
		supporting external	examiners; liaising with	administrative matters.		performance of a contract	
		examiners.	external examiners on			to which the data subject is	
			administrative matters (e.g.			party or in order to take	
			accommodation, expenses).			steps at the request of the	
						data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), processing is	
						necessary for compliance	
						with a legal obligation to	
						which the controller is	
						subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (c) -	
						To grant, under conditions	
						laid down in the Statutes or	
						Ordinances, a degree,	
						diploma,	
						certificate or other	
						academic award to any	
						person who shall have	
						pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the University.	
						University Charter, S.3 (n) -	
						To institute such offices as	
						the purposes of the	
						University may require, to	
						appoint persons to and to	
						remove them from such	
						offices, and to prescribe	
						their terms and conditions	
						of service.	
						University Charter, S.9 - The	
						organisation and	
						management of the	
						academic disciplines of the	
						University, and all matters	
						pertaining thereto which the	
						University may think proper	
						to regulate, shall be as	
						prescribed in the Statutes or	
						Ordinances.]	
		1	1			Ordinances.j	

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STUDENT ASSESSMENT	Assessment Administration	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	
ADMINISTRATION		administering assessments.	appointing and training	selection and appointment		is necessary for the	
			examination invigilators;	of examination invigilators.		performance of a contract	
			controlling examination			to which the data subject is	
			materials; timetabling			party or in order to take	
			examinations; organising			steps at the request of the	
			examination facilities			data subject prior to	
			(including arrangements for			entering into a	
			students with disabilities);			contract.Article 6 S.1 (c),	
			monitoring attendance at			processing is necessary for	
			examinations and reporting			compliance with a legal	
			mitigating circumstances			obligation to which the	
			and absences to academic			controller is subject.Article 6	
			departments; administering			S.1 (e), necessary for the	
			the marking of examination			performance of a task	
			scripts; collating			carried out in the public	
			examination results; issuing			interest or in the exercise of	
			pass lists and individual			official authority vested in	
			notifications of examination			the controller.[University	
			results; monitoring				
						Charter, S.3 (c) - To grant,	
			submission of assessed			under conditions laid down	
			coursework and reporting			in the Statutes or	
			problems to academic			Ordinances, a degree,	
			departments; administering			diploma,certificate or other	
			the submission and			academic award to any	
			examination of			person who shall have	
			postgraduate theses.			pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the	
						University. University	
						Charter, S.3 (n) - To institute	
						such offices as the purposes	
						of the University may	
						require, to appoint persons	
						to and to remove them from	
						such offices, and to	
						prescribe their terms and	
						conditions of	
						service.University Charter,	
						S.9 - The organisation and	
						management of the	
						academic disciplines of the	
						University, and all matters	
						pertaining thereto which the	
						University may think proper	
						to regulate, shall be as	
						prescribed in the Statutes or	
						Ordinances.]	
STUDENT ASSESSMENT	Assessment Administration	The activities involved in	Activities include:	Records documenting the			
ADMINISTRATION	Assessment Administration			design and delivery of			
ADMINISTRATION		administering assessments.	appointing and training				
			examination invigilators;	training for examination			
			controlling examination	invigilators.			
			materials; timetabling				
			examinations; organising				
			examination facilities				
			(including arrangements for				
			students with disabilities);				
			monitoring attendance at				
			examinations and reporting				
			mitigating circumstances				
			and absences to academic				

departments; administering	
the marking of examination the marking of examination	
scripts; collating	
examination results; issuing	
pass lists and individual	
notifications of examination notifications of examination	
results; monitoring	
submission of assessed	
coursework and reporting	
problems to academic	
departments; administering	
the submission and	
examination of	
postgraduate theses.	
STUDENT ASSESSMENT Assessment Administration The activities involved in Activities include: Records documenting the	
ADMINISTRATION administering assessments. appointing and training control of examination	
examination invigilators; papers and examination	
controlling examination scripts.	
materials; timetabling	
examinations; organising	
examination facilities examination facilities	
(including arrangements for	
students with disabilities);	
monitoring attendance at	
examinations and reporting	
mitigating circumstances	
and absences to academic	
departments; administering	
the marking of examination the marking of examination	
scripts; collating	
examination results; issuing	
pass lists and individual	
notifications of examination	
results; monitoring	
submission of assessed	
coursework and reporting	
problems to academic	
departments; administering	
the submission and	
examination of	
postgraduate theses.	

	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	
STUDENT ASSESSMENT Assessment Administration ADMINISTRATION	administering assessments.	appointing and training	timetabling of examinations.	163	is necessary for the	
ADMINISTRATION	auministering assessments.	examination invigilators;	timetabiling of examinations.		performance of a contract	
		controlling examination			to which the data subject is	
		materials; timetabling			party or in order to take	
		examinations; organising			steps at the request of the	
		examination facilities			data subject prior to	
		(including arrangements for			entering into a contract.	
		students with disabilities);			Article 6 S.1 (c), processing is	
		monitoring attendance at			necessary for compliance	
		examinations and reporting			with a legal obligation to	
		mitigating circumstances and absences to academic			which the controller is subject.	
					Article 6 S.1 (e), necessary	
		departments; administering				
		the marking of examination scripts; collating			for the performance of a	
					task carried out in the public interest or in the exercise of	
		examination results; issuing pass lists and individual			official authority vested in	
		notifications of examination			the controller.	
		results; monitoring			[University Charter, S.3 (c) -	
		submission of assessed			To grant, under conditions	
		coursework and reporting			laid down in the Statutes or	
		problems to academic			Ordinances, a degree,	
		departments; administering			diploma,	
		the submission and			certificate or other	
		examination of			academic award to any	
		postgraduate theses.			person who shall have	
		postgraduate theses.			pursued a course of study	
					approved by the University	
					and shall have passed the	
					examinations or other tests	
					prescribed by the University.	
					University Charter, S.3 (n) -	
					To institute such offices as	
					the purposes of the	
					University may require, to	
					appoint persons to and to	
					remove them from such	
					offices, and to prescribe	
					their terms and conditions	
					of service.	
					University Charter, S.9 - The	
					organisation and	
					management of the	
					academic disciplines of the	
					University, and all matters	
					pertaining thereto which the	
					University may think proper	
					to regulate, shall be as	
					prescribed in the Statutes or	
					Ordinances.]	

STUDENT ASSESSMENT	Assessment Administration	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	Yes	Article 9, S.2 (a), explicit
ADMINISTRATION	7.000001110110710111111011011011011	administering assessments.	appointing and training	organisation of examination		is necessary for the		consent
7.5.1		daministering assessments.	examination invigilators;	facilities, including special		performance of a contract		[Information provided by
			controlling examination	arrangements for students		to which the data subject is		individual to University
			materials; timetabling	with special needs.		party or in order to take		further to process and at
			examinations; organising			steps at the request of the		data subject's own
			examination facilities			data subject prior to		instigation.].
			(including arrangements for			entering into a contract.		
			students with disabilities);			Article 6 S.1 (c), processing is		
			monitoring attendance at			necessary for compliance		
			examinations and reporting			with a legal obligation to		
			mitigating circumstances			which the controller is		
			and absences to academic			subject.		
			departments; administering			Article 6 S.1 (e), necessary		
			the marking of examination			for the performance of a		
			scripts; collating			task carried out in the public		
			examination results; issuing			interest or in the exercise of		
			pass lists and individual			official authority vested in		
			notifications of examination			the controller.		
			results; monitoring			[University Charter, S.3 (c) -		
			submission of assessed			To grant, under conditions		
			coursework and reporting			laid down in the Statutes or		
			problems to academic			Ordinances, a degree,		
			departments; administering			diploma,		
			the submission and			certificate or other		
			examination of			academic award to any		
			postgraduate theses.			person who shall have		
						pursued a course of study		
						approved by the University		
						and shall have passed the		
						examinations or other tests		
						prescribed by the University.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ASSESSMENT	Assessment Administration	The activities involved in	Activities include:	Records documenting	Yes	Article 6 S.1 (b), processing	Yes	Article 9, S.2 (a), explicit
ADMINISTRATION	, , , , , , , , , , , , , , , , , , , ,	administering assessments.	appointing and training	individual students'	. 55	is necessary for the		consent
7.51111113113111311		dammistering assessments.	examination invigilators;	attendance at examinations,		performance of a contract		[Information provided by
			controlling examination	and the handling of reports		to which the data subject is		individual to University
			materials; timetabling	of mitigating circumstances.		party or in order to take		further to process and at
			examinations; organising			steps at the request of the		data subject's own
			examination facilities			data subject prior to		instigation.].
			(including arrangements for			entering into a contract.		
			students with disabilities);			Article 6 S.1 (c), processing is		
			monitoring attendance at			necessary for compliance		
			examinations and reporting			with a legal obligation to		
			mitigating circumstances			which the controller is		
			and absences to academic			subject.		
			departments; administering			Article 6 S.1 (e), necessary		
			the marking of examination			for the performance of a		
			scripts; collating			task carried out in the public		
			examination results; issuing			interest or in the exercise of		
			pass lists and individual			official authority vested in		
			notifications of examination			the controller.		
			results; monitoring			[University Charter, S.3 (c) -		
			submission of assessed			To grant, under conditions		
			coursework and reporting			laid down in the Statutes or		
			problems to academic			Ordinances, a degree,		
			departments; administering			diploma,		
			the submission and			certificate or other		
			examination of			academic award to any		
			postgraduate theses.			person who shall have		
						pursued a course of study		
						approved by the University		
						and shall have passed the		
						examinations or other tests		
						prescribed by the University.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ASSESSMENT	Assessment Administration	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	
ADMINISTRATION	, , , , , , , , , , , , , , , , , , , ,	administering assessments.	appointing and training	collation of examination	1.00	is necessary for the	
ADMINISTRATION		daministering assessments.	examination invigilators;	results and compilation of		performance of a contract	
			controlling examination	pass lists and individual		to which the data subject is	
			materials; timetabling	notifications of results.		party or in order to take	
			examinations; organising			steps at the request of the	
			examination facilities			data subject prior to	
			(including arrangements for			entering into a	
			students with disabilities);			contract.Article 6 S.1 (c),	
			monitoring attendance at			processing is necessary for	
			examinations and reporting			compliance with a legal	
			mitigating circumstances			obligation to which the	
			and absences to academic			controller is subject.Article 6	
			departments; administering			S.1 (e), necessary for the	
			the marking of examination			performance of a task	
			scripts; collating			carried out in the public	
			examination results; issuing			interest or in the exercise of	
			pass lists and individual			official authority vested in	
			notifications of examination			the controller.[University	
			results; monitoring			Charter, S.3 (c) - To grant,	
			submission of assessed			under conditions laid down	
			coursework and reporting			in the Statutes or	
			problems to academic			Ordinances, a degree,	
			departments; administering			diploma,certificate or other	
			the submission and			academic award to any	
			examination of			person who shall have	
			postgraduate theses.			pursued a course of study	
						approved by the University	
						and shall have passed the	
						examinations or other tests	
						prescribed by the	
						University.University	
						Charter, S.9 - The	
						organisation and	
						management of the	
						academic disciplines of the	
						University, and all matters	
						pertaining thereto which the University may think proper	
						to regulate, shall be as	
						prescribed in the Statutes or	
						Ordinances.]	
						Ordinances.j	

STUDENT ASSESSMENT	Assessment Administration	The activities involved in	Activities include:	Records documenting	Yes	Article 6 S.1 (b), processing	Yes	Article 9, S.2 (a), explicit
ADMINISTRATION		administering assessments.	appointing and training	individual students'		is necessary for the		consent
			examination invigilators;	submission of assessed work		performance of a contract		[Information provided by
			controlling examination	and handling of reports of		to which the data subject is		individual to University
			materials; timetabling	mitigating circumstances.		party or in order to take		further to process and at
			examinations; organising			steps at the request of the		data subject's own
			examination facilities			data subject prior to		instigation.].
			(including arrangements for			entering into a contract.		
			students with disabilities);			Article 6 S.1 (c), processing is		
			monitoring attendance at			necessary for compliance		
			examinations and reporting			with a legal obligation to		
			mitigating circumstances			which the controller is		
			and absences to academic			subject.		
			departments; administering			Article 6 S.1 (e), necessary		
			the marking of examination			for the performance of a		
			scripts; collating			task carried out in the public		
			examination results; issuing			interest or in the exercise of		
			pass lists and individual			official authority vested in		
			notifications of examination			the controller.		
			results; monitoring			[University Charter, S.3 (c) -		
			submission of assessed			To grant, under conditions		
			coursework and reporting			laid down in the Statutes or		
			problems to academic			Ordinances, a degree,		
			departments; administering			diploma,		
			the submission and			certificate or other		
			examination of			academic award to any		
			postgraduate theses.			person who shall have		
						pursued a course of study		
						approved by the University		
						and shall have passed the		
						examinations or other tests		
						prescribed by the University.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		

STUDENT ASSESSMENT	Assessment Administration	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), processing	Yes	Article 9, S.2 (a), explicit
ADMINISTRATION		administering assessments.	appointing and training	issue of awards lists and		is necessary for the		consent
			examination invigilators;	individual notifications of		performance of a contract		[Information provided by
			controlling examination	awards.		to which the data subject is		individual to University
			materials; timetabling			party or in order to take		further to process and at
			examinations; organising			steps at the request of the		data subject's own
			examination facilities			data subject prior to		instigation.].
			(including arrangements for			entering into a contract.		
			students with disabilities);			Article 6 S.1 (c), processing is		
			monitoring attendance at			necessary for compliance		
			examinations and reporting			with a legal obligation to		
			mitigating circumstances			which the controller is		
			and absences to academic			subject.		
			departments; administering			Article 6 S.1 (e), necessary		
			the marking of examination			for the performance of a		
			scripts; collating			task carried out in the public		
			examination results; issuing			interest or in the exercise of		
			pass lists and individual			official authority vested in		
			notifications of examination			the controller.		
			results; monitoring			[University Charter, S.3 (c) -		
			submission of assessed			To grant, under conditions		
			coursework and reporting			laid down in the Statutes or		
			problems to academic			Ordinances, a degree,		
			departments; administering			diploma,		
			the submission and			certificate or other		
			examination of			academic award to any		
			postgraduate theses.			person who shall have		
						pursued a course of study		
						approved by the University		
						and shall have passed the		
						examinations or other tests		
						prescribed by the University.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		
						Ordinances.]		

STUDENT ASSESSMENT	Assessment Administration	The activities involved in	Activities include:	Pass Lists/Awards lists	Yes	Article 6 S.1 (b), processing	Yes	Article 9, S.2 (a), explicit
ADMINISTRATION	, to sessifie it a familia tration	administering assessments.	appointing and training	l ass Eists//twaras lists	163	is necessary for the	163	consent
ADMINISTRATION		duministering assessments.	examination invigilators;			performance of a contract		[Information provided by
			controlling examination			to which the data subject is		individual to University
			materials; timetabling			party or in order to take		further to process and at
			examinations; organising			steps at the request of the		data subject's own
			examination facilities			data subject prior to		instigation.].
			(including arrangements for			entering into a contract.		mistigation. J.
			students with disabilities);			Article 6 S.1 (c), processing is		
			monitoring attendance at			necessary for compliance		
			=			with a legal obligation to		
			examinations and reporting			which the controller is		
			mitigating circumstances and absences to academic			subject.		
			departments; administering			Article 6 S.1 (e), necessary		
			-					
			the marking of examination			for the performance of a		
			scripts; collating			task carried out in the public		
			examination results; issuing pass lists and individual			interest or in the exercise of official authority vested in		
						the controller.		
			notifications of examination					
			results; monitoring			[University Charter, S.3 (c) -		
			submission of assessed			To grant, under conditions		
			coursework and reporting			laid down in the Statutes or		
			problems to academic			Ordinances, a degree,		
			departments; administering			diploma,		
			the submission and			certificate or other		
			examination of			academic award to any		
			postgraduate theses.			person who shall have		
						pursued a course of study		
						approved by the University		
						and shall have passed the		
						examinations or other tests		
						prescribed by the University.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
CTUDENT ACCECCATES!T	Franciscotics Board	The enablished investor of the	A satisfation in alcohol a superior	December de commention de la		Ordinances.]		
STUDENT ASSESSMENT	Examination Board	The activities involved in	Activities include: arranging	Records documenting the				
ADMINISTRATION	Administration	administering the work of	Board meetings; preparing	arrangements for meetings				
		Boards of Examiners (or	papers for Board meetings;	of a Board.				
		equivalent).	recording decisions of Board					
			meetings; taking/co-					
			ordinating action to be					
			carried out as a result of					
			Board decisions.					

STUDENT ASSESSMENT	Examination Board	The activities involved in	Activities include: arranging	Records documenting the	Yes	Article 6 S.1 (b), processing	Yes	Article 9, S.2 (a), explicit
ADMINISTRATION	Administration	administering the work of	Board meetings; preparing	conduct of the business of a	163	is necessary for the	163	
ADMINISTRATION	Administration	Boards of Examiners (or	papers for Board meetings;	committee: agenda,		performance of a contract		consent [Information provided by
		equivalent).	recording decisions of Board	minutes and papers.		to which the data subject is		individual to University
		equivalent).		minutes and papers.				
			meetings; taking/co-			party or in order to take		further to process and at
			ordinating action to be			steps at the request of the		data subject's own
			carried out as a result of			data subject prior to		instigation.].
			Board decisions.			entering into a contract.		
						Article 6 S.1 (c), processing is		
						necessary for compliance		
						with a legal obligation to		
						which the controller is		
						subject.		
						Article 6 S.1 (e), necessary		
						for the performance of a		
						task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (c) -		
						To grant, under conditions		
						laid down in the Statutes or		
						Ordinances, a degree,		
						diploma,		
						certificate or other		
						academic award to any		
						person who shall have		
						pursued a course of study		
						approved by the University		
						and shall have passed the		
						examinations or other tests		
						prescribed by the University.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		
						Ordinances.]		

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STUDENT ASSESSMENT	Examination Board	The activities involved in	Activities include: arranging	Records documenting the	Yes		Yes	Article 9, S.2 (a), explicit
ADMINISTRATION	Administration	administering the work of	Board meetings; preparing	conduct of the business of a		is necessary for the		consent
		Boards of Examiners (or	papers for Board meetings;	committee:		performance of a contract		[Information provided by
		equivalent).	recording decisions of Board	correspondence and other		to which the data subject is		individual to University
			meetings; taking/co-	records relating to the		party or in order to take		further to process and at
			ordinating action to be	preparation of committee		steps at the request of the		data subject's own
			carried out as a result of	business or to actions to be		data subject prior to		instigation.].
			Board decisions.	taken (or not taken) as a		entering into a contract.		
				result of committee		Article 6 S.1 (c), processing is		
				decisions.		necessary for compliance		
						with a legal obligation to		
						which the controller is		
						subject.		
						Article 6 S.1 (e), necessary		
						for the performance of a		
						task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (c) -		
						To grant, under conditions		
						laid down in the Statutes or		
						Ordinances, a degree,		
						diploma,		
						certificate or other		
						academic award to any		
						person who shall have		
						pursued a course of study		
						approved by the University		
						and shall have passed the		
						examinations or other tests		
						prescribed by the University.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
						pertaining thereto which the		
						University may think proper		
						to regulate, shall be as		
						prescribed in the Statutes or		
						Ordinances.]		
TUITION FEES		The function of						
ADMINISTRATION		administering the setting						
		and collection of tuition						
		fees.						
TUITION FEES	Tuition Fees Administration	The activities involved in	Activities include: identifying	Records documenting the				
ADMINISTRATION	Policy Development	developing and establishing	requirements for	development and				
	. cc, zeverepe	the institution's policies on	new/revised policy;	establishment of the				
		the setting and collection of	undertaking research;	institution's tuition fees				
		tuition fees.	developing policy proposals;	policies: key records.				
		tuition rees.		policies. key records.				
			consulting on policy					
			proposals; reviewing and					
			revising policy proposals in					
			the light of comments					
			received; drafting policy					
			documents; consulting on					
			policy documents; reviewing					
			draft policy documents in					
			the light of comments					
			received; producing final					
			policy documents;					
			submitting final policy					
	1	1	Japinitung Illiai policy					

			1	T		
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
TUITION FEES	Tuition Fees Administration	The activities involved in	Activities include: identifying	Records documenting the		
ADMINISTRATION	Policy Development	developing and establishing	requirements for	development and		
ADMINISTRATION	Tolley Development	the institution's policies on	new/revised policy;	establishment of the		
			undertaking research;	institution's tuition fees		
		the setting and collection of				
		tuition fees.	developing policy proposals;	policies: working papers.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
TUITION FEES	Tuition Fees Administration	The activities involved in	Activities include: identifying	Records documenting the		
ADMINISTRATION	Procedure Development	developing the institution's	needs for new/revised	development of the		
ASIMINISTRATION	Troccaure Bevelopment	procedures for the setting	procedure; undertaking	institution's procedures		
		and collection of tuition	research; analysing work	relating to tuition fees		
		fees.	processes; drafting	administration.		
		ices.	procedure documents;	aummstration.		
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
TUITION FEES	Tuition Fees Administration	The activities involved in	Activities include: identifying	Master copies of procedures		
ADMINISTRATION	Procedure Development	developing the institution's	needs for new/revised	relating to tuition fees		
		procedures for the setting	procedure; undertaking	administration.		
		and collection of tuition	research; analysing work			
		fees.	processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
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			T	T			
			trialling procedure; refining				
			procedure as a result of				
			trials; submitting final				
			procedure documents for				
			formal approval; formally				
			approving procedure				
			documents; disseminating				
			procedure documents;				
			reviewing procedure.				
TUITION FEES ADMINISTRATION	Tuition Fee Remission	The activities involved in processing applications for remission of tuition fees.		Records documenting the handling of applications for remission of tuition fees: successful applications.	Yes	Article 6 S.1 (b), processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such other manner as the	
						University may deem fit.]	
TUITION FEES	Tuition Fee Remission	The activities involved in		Records documenting the	Yes	Article 6 S.1 (b), processing	
ADMINISTRATION		processing applications for		handling of applications for		is necessary for the	
		remission of tuition fees.		remission of tuition fees:		performance of a contract	
				unsuccessful applications.		to which the data subject is	
						party or in order to take	
						steps at the request of the	
						data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), processing is	
						necessary for compliance	
						with a legal obligation to	
						which the controller is	
						subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (t) -	
						To demand and receive fees,	
						to procure contributions to	
						the funds of the University	
						and to raise money in such	
						other manner as the	
						University may deem fit.]	

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TUITION FEES	Tuition Fee Setting	The activities involved in		Records documenting the	Yes	Article 6 S.1 (b), processing	
ADMINISTRATION		setting tuition fees.		process of determining		is necessary for the	
				tuition fees.		performance of a contract	
						to which the data subject is	
						party or in order to take	
						steps at the request of the	
						data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), processing is	
						necessary for compliance	
						with a legal obligation to	
						which the controller is	
						subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (t) -	
						To demand and receive fees,	
						to procure contributions to	
						the funds of the University	
						and to raise money in such	
						other manner as the	
						University may deem fit.]	
THITION FEEC	Tallian For Callianting	The contract of the contract of the		Barrada da como di cardo d	W		
TUITION FEES	Tuition Fee Collection	The activities involved in		Records documenting the	Yes	Article 6 S.1 (b), processing	
ADMINISTRATION		collecting tuition fees.		collection of tuition fees.		is necessary for the	
						performance of a contract	
						to which the data subject is	
						party or in order to take	
						steps at the request of the	
						steps at the request of the	
						data subject prior to	
						data subject prior to entering into a contract.	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject.	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) -	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees,	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such other manner as the	
						data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such	
STUDENT FINANCIAL		The function of				data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such other manner as the	
STUDENT FINANCIAL SUPPORT ADMINISTRATION		The function of administering the allocation				data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such other manner as the	
		administering the allocation				data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such other manner as the	
		administering the allocation of financial support funds				data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such other manner as the	
		administering the allocation				data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such other manner as the	

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STUDENT FINANCIAL	Student Financial Support	The activities involved in	Activities include: identifying	Records documenting the		
SUPPORT ADMINISTRATION	Administration Policy	developing and establishing	requirements for	development and		
	Development	the institution's policies on	new/revised policy;	establishment of the		
		the allocation of financial	undertaking research;	institution's student		
		support funds for students.	developing policy proposals;	financial support policies:		
			consulting on policy	key records.		
			proposals; reviewing and	Rey records.		
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
STUDENT FINANCIAL	Student Financial Support	The activities involved in	Activities include: identifying	Records documenting the		
SUPPORT ADMINISTRATION	Administration Policy	developing and establishing	requirements for	development and		
	Development	the institution's policies on	new/revised policy;	establishment of the		
		the allocation of financial	undertaking research;	institution's student		
		support funds for students.	developing policy proposals;	financial support policies:		
			consulting on policy	working papers.		
			proposals; reviewing and	Working papers.		
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
STUDENT FINANCIAL	Student Financial Support	The activities involved in	Activities include: identifying	Records documenting the		
SUPPORT ADMINISTRATION	Administration Procedure		needs for new/revised	development of the		
SUPPORT ADMINISTRATION		developing the institution's				
	Development	procedures for the	procedure; undertaking	institution's procedures		
		allocation of financial	research; analysing work	relating to student financial		
		support funds for students.	processes; drafting	support.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
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			procedure documents;				
			reviewing procedure.				
CTUDENT FINANCIAL	Charles Eisen del Consent	The second difference beautiful	A and the standards the state of the	DA			
STUDENT FINANCIAL	Student Financial Support	The activities involved in	Activities include: identifying	Master copies of procedures			
SUPPORT ADMINISTRATION	Administration Procedure	developing the institution's	needs for new/revised	relating to student financial			
	Development	procedures for the	procedure; undertaking	support.			
		allocation of financial	research; analysing work				
		support funds for students.	processes; drafting				
			procedure documents;				
			consulting on procedure				
			documents; reviewing draft				
			procedure documents in the				
			light of comments received;				
			trialling procedure; refining				
			procedure as a result of				
			trials; submitting final				
			procedure documents for				
			formal approval; formally				
			approving procedure				
			documents; disseminating				
			procedure documents;				
			reviewing procedure.				
STUDENT FINANCIAL	Financial Aid Funds	The activities involved in	Activities include: providing	Records documenting the	Yes	Article 6 S.1 (b), processing	
					163		
SUPPORT ADMINISTRATION	Administration	administering the allocation	advice to students about	provision of financial aid		is necessary for the	
		of financial aid funds	financial aid funds and	funds to individual students.		performance of a contract	
		available to the institution's	assisting them to apply for			to which the data subject is	
		students.	funds; handling applications			party or in order to take	
			for financial aid funds.			steps at the request of the	
						data subject prior to	
						entering into a	
						contract.Article 6 S.1 (c),	
						processing is necessary for	
						compliance with a legal	
						obligation to which the	
						controller is subject.Article 6	
						S.1 (e), necessary for the	
						performance of a task	
						carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.[University	
						Charter, S.3 (p) - To institute	
						and award fellowships,	
						scholarships, studentships,	
						exhibitions, bursaries, prizes	
						and other aids to study and	
						research.]	

STUDENT FINANCIAL	Crisis/Hardship Funds	The activities involved in	Activities include: providing	Records documenting the	Yes	Article 6 S.1 (b), processing	
SUPPORT ADMINISTRATION	1			provision of crisis/hardship	res		
SUPPORT ADMINISTRATION	Administration	administering the allocation	advice to students about			is necessary for the	
		of crisis/hardship funds available to the institution's	crisis/hardship funds and	payments to individual students.		performance of a contract	
			assisting them to apply for	students.		to which the data subject is	
		students.	funds; handling applications			party or in order to take	
			for financial aid funds.			steps at the request of the	
						data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), processing is	
						necessary for compliance	
						with a legal obligation to	
						which the controller is	
						subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter, S.3 (p) -	
						To institute and award	
						fellowships, scholarships,	
						studentships, exhibitions,	
						bursaries, prizes and other	
						aids to study and research.]	
STUDENT FINANCIAL	Bursaries Administration	The activities involved in		Records documenting the	Yes	Article 6 S.1 (b), processing	
SUPPORT ADMINISTRATION		administering the award of		award of bursaries to		is necessary for the	
		bursaries available to the		individual students.		performance of a contract	
		institution's students.				to which the data subject is	
						party or in order to take	
						steps at the request of the	
						data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), processing is	
						necessary for compliance	
						with a legal obligation to	
						which the controller is	
						Which the controller is	
						subject.	
						subject.	
						subject. Article 6 S.1 (e), necessary	
						subject. Article 6 S.1 (e), necessary for the performance of a	
						subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of	
						subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public	
						subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.	
						subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (p) -	
						subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (p) - To institute and award	
						subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (p) - To institute and award fellowships, scholarships,	
						subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (p) - To institute and award	

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STUDENT FINANCIAL	Scholarships and	The activities involved in		Records documenting the	Yes	Article 6 S.1 (b), processing		
SUPPORT ADMINISTRATION	Fellowships Administration	administering the award of		award of scholarships and		is necessary for the		
		scholarships and fellowships		fellowships to individual		performance of a contract		
		available to the institution's		students.		to which the data subject is		
		students.				party or in order to take		
		students.				steps at the request of the		
						data subject prior to		
						entering into a contract.		
						Article 6 S.1 (c), processing is		
						necessary for compliance		
						with a legal obligation to		
						which the controller is		
						subject.		
						Article 6 S.1 (e), necessary		
						for the performance of a		
						task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (p) -		
						To institute and award		
						fellowships, scholarships,		
						studentships, exhibitions,		
						bursaries, prizes and other		
		 _, _ , , , , , , , , , , , , , , , , ,				aids to study and research.]		
STUDENT FINANCIAL	Prizes Administration	The activities involved in	Activities include: inviting	Records documenting	Yes	Article 6 S.1 (b), processing		
SUPPORT ADMINISTRATION		administering the award of	nominations for prizes;	nominations for prizes, the		is necessary for the		
		prizes available to the	considering nominations	consideration of		performance of a contract		
		institution's students.	received and awarding	nominations and		to which the data subject is		
			prizes; notifying the	notifications to recipients of		party or in order to take		
			recipients of prizes;	prizes.		steps at the request of the		
			presentation of prizes.	1		data subject prior to		
			1.			entering into a contract.		
						Article 6 S.1 (c), processing is		
						necessary for compliance		
						with a legal obligation to		
						which the controller is		
						subject.		
						Article 6 S.1 (e), necessary		
						for the performance of a		
						task carried out in the public		
						interest or in the exercise of		
						official authority vested in		
						the controller.		
						[University Charter, S.3 (p) -		
						To institute and award		
						fellowships, scholarships,		
						studentships, exhibitions,		
						bursaries, prizes and other		
						aids to study and research.		
						University Charter, S.9 - The		
						organisation and		
						management of the		
						academic disciplines of the		
						University, and all matters		
Î.				i e				
						pertaining thereto which the		
						pertaining thereto which the University may think proper		
						University may think proper		
						University may think proper to regulate, shall be as		
						University may think proper		

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STUDENT FINANCIAL SUPPORT ADMINISTRATION	Prizes Administration	The activities involved in administering the award of prizes available to the institution's students.	Activities include: inviting nominations for prizes; considering nominations received and awarding prizes; notifying the recipients of prizes; presentation of prizes.	List of prize winners	Yes	Article 6 S.1 (b), processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), processing is necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (p) - To institute and award fellowships, scholarships, studentships, exhibitions, bursaries, prizes and other aids to study and research. University Charter, S.9 - The organisation and management of the academic disciplines of the University, and all matters pertaining thereto which the University may think proper to regulate, shall be as	
						prescribed in the Statutes or	
						Ordinances.]	
CORPORATE PLANNING & PERFORMANCE MANAGEMENT		The function of developing and establishing the institution's corporate plans and of monitoring its performance against these plans.				Orumances.j	

CORPORATE PLANNING &	Cornerate Diamaina 9	The estivities involved in	A attivition in aludo, identifuir -	December de commenting the	 		
	Corporate Planning &	The activities involved in	Activities include: identifying	Records documenting the			
PERFORMANCE	Performance Management	developing and establishing	requirements for	development and			
MANAGEMENT	Policy Development	the institution's policies on	new/revised policy;	establishment of the			
		corporate planning and	undertaking research;	institution's corporate			
		performance management.	developing policy proposals;	planning and performance			
			consulting on policy	management policies: key			
			proposals; reviewing and	records.			
			revising policy proposals in				
			the light of comments				
			received; drafting policy				
			documents; consulting on				
			policy documents; reviewing				
			draft policy documents in				
			the light of comments				
			received; producing final				
			policy documents;				
			submitting final policy				
			documents for formal				
			approval; formally				
			approving policy				
			documents; disseminating				
			policy documents; reviewing				
			policy.				
CORPORATE PLANNING &	Corporate Planning &	The activities involved in	Activities include: identifying	Records documenting the			
PERFORMANCE	Performance Management	developing and establishing	requirements for	development and			
MANAGEMENT	Policy Development	the institution's policies on	new/revised policy;	establishment of the			
	Tomo, Development	corporate planning and	undertaking research;	institution's corporate			
		performance management.	developing policy proposals;	planning and performance			
		performance management.	consulting on policy	management policies:			
			proposals; reviewing and	working papers.			
			revising policy proposals in	working papers.			
			the light of comments				
			received; drafting policy				
			documents; consulting on				
			policy documents; reviewing				
			draft policy documents in				
			the light of comments				
			received; producing final				
			policy documents; submitting final policy				
			documents for formal				
			approval; formally				
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			documents; disseminating				
			documents; disseminating policy documents; reviewing policy.				

CORPORATE PLANNING &	Corporate Planning &	The activities involved in		Records documenting the		
PERFORMANCE	Performance Management	developing the institution's		development of the		
MANAGEMENT	Procedure Development	procedures for corporate		institution's procedures		
IVIANAGEIVIENT	Procedure Development					
		planning and performance		relating to corporate		
		management.		planning and performance		
				management.		
CORPORATE PLANNING &	Corporate Planning &	The activities involved in		Master copies of procedures		
PERFORMANCE	Performance Management	developing the institution's		relating to corporate		
	Periorilance ivianagement	developing the institution's		relating to corporate		
MANAGEMENT	Procedure Development	procedures for corporate		planning and performance		
		planning and performance		management.		
		management.				
CORPORATE PLANNING &	Strategic Planning	The activities involved in	Activities include:	Records documenting the		
PERFORMANCE		developing the institution's	developing plans; reviewing	development of the		
MANAGEMENT		strategic plans.	plans.	institution's strategic plan:		
		atag.a pianai	F	key records.		
				key records.		

CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Strategic Planning	The activities involved in developing the institution's strategic plans.	Activities include: developing plans; reviewing plans.	Records documenting the development of the institution's strategic plan: working papers.		
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Strategic Performance Management	The activities involved in monitoring the institution's performance against its strategic plans.	Activities include: developing key performance indicators (KPIs); benchmarking against other comparable institutions; monitoring performance against strategic plans and KPIs.	Records containing data on, and analyses of, the institution's performance against its strategic plan.		
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Strategic Performance Management	The activities involved in monitoring the institution's performance against its strategic plans.	Activities include: developing key performance indicators (KPIs); benchmarking against other comparable institutions; monitoring performance against strategic plans and KPIs.	Records containing reports on the institution's performance against its strategic plan.		

CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Strategic Performance Management	The activities involved in monitoring the institution's performance against its strategic plans.	Activities include: developing key performance indicators (KPIs); benchmarking against other comparable institutions; monitoring performance against strategic plans and KPIs.	Records documenting the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results.		
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Operational Planning	The activities involved in developing the institution's annual operating plans.	Activities include: developing plans; reviewing plans.	Records documenting the development of the institution's annual operating plans: key records.		
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Operational Planning	The activities involved in developing the institution's annual operating plans.	Activities include: developing plans; reviewing plans.	Records documenting the development of the institution's annual operating plans: working papers.		

CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Operational Performance Management	The activities involved in monitoring the institution's performance against its annual operating plans.	Activities include: developing key performance indicators (KP!s); benchmarking against other comparable institutions; monitoring performance against strategic plans and KPIs.	Records documenting the development of the institution's key performance indicators.		
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Operational Performance Management	The activities involved in monitoring the institution's performance against its annual operating plans.	Activities include: developing key performance indicators (KP!s); benchmarking against other comparable institutions; monitoring performance against strategic plans and KPIs.	Records documenting benchmarking exercises with other comparable institutions.		
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Operational Performance Management	The activities involved in monitoring the institution's performance against its annual operating plans.	Activities include: developing key performance indicators (KPIs); benchmarking against other comparable institutions; monitoring performance against strategic plans and KPIs.	Records documenting performance monitoring and analysis.		

GOVERNANCE		The function of developing and establishing the institution's corporate governance structure and rules, and of conducting its business in accordance with its governance structure and rules.				
GOVERNANCE	Governance Strategy Development	The activities involved in developing the institution's governance strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's governance strategy: key records.		
GOVERNANCE	Governance Strategy Development	The activities involved in developing the institution's governance strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's governance strategy: working papers.		

GOVERNANCE	Legal Framework	The activities involved in		Records documenting the	 	
GOVERNANCE	Development	establishing and, where appropriate, changing the legal status of the institution.		establishment and development of the institution's legal framework.		
GOVERNANCE	Governance Framework Development	The activities involved in establishing and, where appropriate, changing the institution's governance structure and rules.		Records documenting the establishment and development institution's governance structure and rules.		
GOVERNANCE	Statutory Committee Administration	The activities involved in administering the work of the institution's statutory committees.	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings;	Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a statutory committee.		
			taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal reviews of the effectiveness and performance of			

		T	itt(NOTE 4)				
			committees (NOTE 1);				
			maintaining a register of				
			interests of members of the				
			governing body (NOTE 2).				
GOVERNANCE	Statutory Committee	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (e), necessary	
	Administration	administering the work of	establishing terms of	appointment/election/desig		for the performance of a	
		the institution's statutory	reference for committees;	nation of members of a		task carried out in the public	
		committees.	developing and establishing	statutory committee.		interest or in the exercise of	
			rules and procedures for the	statute, y committee.		official authority vested in	
			conduct of committee			the controller.	
			business; appointing,			[University Charter]	
			electing or otherwise			[omversity enditer]	
			designating members of				
			committees; providing				
			induction and training for				
			members of committees;				
			arranging committee				
			meetings; preparing agenda				
			and papers for committee				
			meetings; recording minutes				
			of committee meetings;				
			taking/co-ordinating action				
			to be carried out as a result				
			of committee decisions;				
			undertaking periodic formal				
			reviews of the effectiveness				
			and performance of				
			committees (NOTE 1);				
			maintaining a register of				
I							
			interests of members of the governing body (NOTE 2).				

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GOVERNANCE	Statutory Committee	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (e), necessary	
	Administration	administering the work of	establishing terms of	development of induction		for the performance of a	
		the institution's statutory	reference for committees;	and training programmes for		task carried out in the public	
		committees.	developing and establishing	members of a statutory		interest or in the exercise of	
			rules and procedures for the	committee.		official authority vested in	
			conduct of committee			the controller.	
			business; appointing,			[University Charter]	
						[Offiversity Charter]	
			electing or otherwise				
			designating members of				
			committees; providing				
			induction and training for				
			members of committees;				
			arranging committee				
			meetings; preparing agenda				
			and papers for committee				
			meetings; recording minutes				
			of committee meetings;				
			taking/co-ordinating action				
			to be carried out as a result				
			of committee decisions;				
			undertaking periodic formal				
			reviews of the effectiveness				
			and performance of				
			committees (NOTE 1);				
			maintaining a register of				
			interests of members of the				
			governing body (NOTE 2).				
			governing body (NOTE 2).				
GOVERNANCE	Statutory Committee	The activities involved in	Activities include:	Records documenting	Yes	Article 6 S.1 (e), necessary	
GOVERNANCE	Statutory Committee Administration	The activities involved in administering the work of		Records documenting training undertaken by	Yes	Article 6 S.1 (e), necessary for the performance of a	
GOVERNANCE		administering the work of	Activities include:		Yes	for the performance of a	
GOVERNANCE			Activities include: establishing terms of reference for committees;	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing	training undertaken by	Yes	for the performance of a task carried out in the public interest or in the exercise of	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing,	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees;	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings;	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings;	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions;	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal reviews of the effectiveness	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal reviews of the effectiveness and performance of	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal reviews of the effectiveness and performance of committees (NOTE 1);	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE	The state of the s	administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal reviews of the effectiveness and performance of committees (NOTE 1); maintaining a register of	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	
GOVERNANCE		administering the work of the institution's statutory	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal reviews of the effectiveness and performance of committees (NOTE 1);	training undertaken by individual members of a	Yes	for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University	

	Article 9, S.2 (a), explicit
committee reviews co	onsent.
blic individual circumstnaces. A	Article 9, S.2 (b), necessary
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n o	out the obligations and
e	exercising specific rights of
t!	he controller or of the data
	ubject in the field of
	employment and social
	ecurity and social
	protection law.
The state of the s	Artcile 9, S.2(f), processing is
	necessary for the
	establishment, exercise or
	lefence of legal claims.
	lefefice of legal claims.
a ul	committee reviews cublic individual circumstnaces. In committee reviews committee r

GOVERNANCE	Statutory Committee Administration	The activities involved in administering the work of the institution's statutory committees.	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal reviews of the effectiveness and performance of committees (NOTE 1); maintaining a register of interests of members of the governing body (NOTE 2).	Records documenting the conduct of the business of a statutory committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Potentially, where business of committee concerns individuals.	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Potentiallty, where committee reviews individual circumstnaces.	Article 9, S.2 (a), explicit consent. Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Artcile 9, S.2(f), processing is necessary for the establishment, exercise or defence of legal claims.
GOVERNANCE	Statutory Committee Administration	The activities involved in administering the work of the institution's statutory committees.	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; undertaking periodic formal reviews of the effectiveness and performance of committees (NOTE 1); maintaining a register of interests of members of the governing body (NOTE 2).	Records documenting the conduct of reviews of the effectiveness and performance of a statutory committee.				

GOVERNANCE	Statutory Committee	The activities involved in	Activities include:	Register of interests of	Yes	Article 6 S.1 (b), necessary	
GOVERNANCE	Administration	administering the work of	establishing terms of	members of the institution's	163	for the performance of a	
	Administration	the institution's statutory	reference for committees;	governing body.		contract to which the data	
		committees.	developing and establishing	governing body.		subject is party or in order	
		committees.	rules and procedures for the			to take steps at the request	
			conduct of committee			of the data subject prior to	
			business; appointing,			entering into a	
			electing or otherwise			contract.Article 6 S.1 (c),	
			designating members of			necessary for compliance	
			committees; providing			with a legal obligation to	
			induction and training for			which the controller is	
			members of committees;			subject.[Scottish Code of HE	
			arranging committee			Good Governance]	
			meetings; preparing agenda				
			and papers for committee				
			meetings; recording minutes				
			of committee meetings;				
			taking/co-ordinating action				
			to be carried out as a result				
			of committee decisions;				
			undertaking periodic formal				
			reviews of the effectiveness				
			and performance of				
			committees (NOTE 1);				
			maintaining a register of				
			interests of members of the				
			governing body (NOTE 2).				
GOVERNANCE	Non-Statutory Committee	The activities involved in	Activities include:	Records documenting the			
	Administration	administering the work of	establishing terms of	development and			
		the institution's non-	reference for committees;	establishment of the terms			
		statutory committees.	developing and establishing	of reference, and the rules			
			rules and procedures for the	and procedures, for a			
			conduct of committee	committee.			
			business; appointing,				
			electing or otherwise				
			designating members of				
			committees; providing				
			induction and training for				
			members of committees;				
			arranging committee				
			meetings; preparing agenda				
			and papers for committee				
			meetings; recording minutes				
			of committee meetings;				
			taking/co-ordinating action				
			to be carried out as a result				
			of committee decisions;				
			dissolving committees which				
			are no longer required.				

GOVERNANCE	Non-Statutory Committee	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (e), necessary	
GOVERNANCE	Administration	administering the work of	establishing terms of	appointment/election/desig	163	for the performance of a	
	Administration	the institution's non-	reference for committees;	nation of members of a		task carried out in the public	
		statutory committees.	developing and establishing	committee.		interest or in the exercise of	
		statutory committees.		committee.		official authority vested in	
			rules and procedures for the conduct of committee			the controller.	
			business; appointing,			[University Charter]	
			electing or otherwise				
			designating members of				
			committees; providing				
			induction and training for				
			members of committees;				
			arranging committee				
			meetings; preparing agenda				
			and papers for committee				
			meetings; recording minutes				
			of committee meetings;				
			taking/co-ordinating action				
			to be carried out as a result				
			of committee decisions;				
			dissolving committees which				
			are no longer required.				
GOVERNANCE	Non-Statutory Committee	The activities involved in	Activities include:	Records documenting the			
	Administration	administering the work of	establishing terms of	development of induction			
		the institution's non-	reference for committees;	and training programmes for			
		statutory committees.	developing and establishing	members of a committee.			
			rules and procedures for the				
			conduct of committee				
			business; appointing,				
			electing or otherwise				
			designating members of				
			committees; providing				
			induction and training for				
			members of committees;				
			arranging committee				
			meetings; preparing agenda				
			and papers for committee				
			meetings; recording minutes				
			of committee meetings;				
			taking/co-ordinating action				
			to be carried out as a result				
			of committee decisions;				
			dissolving committees which				
			are no longer required.				

GOVERNANCE	Non-Statutory Committee	The activities involved in	Activities include:	Records documenting	Yes	Article 6 S.1 (e), necessary	
GOVERNANCE	Administration	administering the work of	establishing terms of	training undertaken by	163	for the performance of a	
	Administration	the institution's non-	reference for committees;	individual members of a		task carried out in the public	
		statutory committees.	developing and establishing	committee.		interest or in the exercise of	
		statutory committees.		committee.		official authority vested in	
			rules and procedures for the				
			conduct of committee			the controller.	
			business; appointing,			[University Charter]	
			electing or otherwise				
			designating members of				
			committees; providing				
			induction and training for				
			members of committees;				
			arranging committee				
			meetings; preparing agenda				
			and papers for committee				
			meetings; recording minutes				
			of committee meetings;				
			taking/co-ordinating action				
			to be carried out as a result				
			of committee decisions;				
			dissolving committees which				
			are no longer required.				
GOVERNANCE	Non-Statutory Committee	The activities involved in	Activities include:	Records documenting the			
	Administration	administering the work of	establishing terms of	arrangements for meetings			
		the institution's non-	reference for committees;	of a committee.			
		statutory committees.	developing and establishing				
			rules and procedures for the				
			conduct of committee				
			business; appointing,				
			electing or otherwise				
			designating members of				
			committees; providing				
			induction and training for				
			members of committees;				
			arranging committee				
			meetings; preparing agenda				
			and papers for committee				
			meetings; recording minutes				
			of committee meetings;				
			taking/co-ordinating action				
			to be carried out as a result				
			of committee decisions;				
			dissolving committees which				

GOVERNANCE	Non-Statutory Committee	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (e), necessary		
GOVERNANCE	Administration	administering the work of	establishing terms of	conduct of the business of a	163	for the performance of a		
	Administration	the institution's non-	reference for committees;	committee: agenda,		task carried out in the public		
		statutory committees.	developing and establishing	minutes and supporting		interest or in the exercise of		
		statutory committees.	rules and procedures for the	papers.		official authority vested in		
			conduct of committee	papers.		the controller.[University		
			business; appointing,			Charter]		
			electing or otherwise			charter;		
			designating members of					
			committees; providing					
			induction and training for					
			members of committees;					
			arranging committee					
			meetings; preparing agenda					
			and papers for committee					
			meetings; recording minutes					
			of committee meetings;					
			taking/co-ordinating action					
			to be carried out as a result					
			of committee decisions;					
			dissolving committees which					
			are no longer required.					
GOVERNANCE	Non-Statutory Committee	The activities involved in	Activities include:	Records documenting the	Potentially, where business	Article 6 S.1 (e), necessary	Potentiallty, where	Article 9, S.2 (a), explicit
	Administration	administering the work of	establishing terms of	conduct of the business of a	of committee concerns	for the performance of a	committee reviews	consent.
		the institution's non-	reference for committees;	committee:	individuals.	task carried out in the public	individual circumstances.	Article 9, S.2 (b), necessary
		statutory committees.	developing and establishing	correspondence and other		interest or in the exercise of		for the purposes of carrying
			rules and procedures for the	records relating to the		official authority vested in		out the obligations and
			conduct of committee	preparation of committee		the controller.		exercising specific rights of
			business; appointing,	business or to actions to be		[University Charter]		the controller or of the data
			electing or otherwise	taken (or not taken) as a				subject in the field of
			designating members of	result of committee				employment and social
			committees; providing	decisions.				security and social
			induction and training for	decisions.				protection law.
			induction and training for members of committees;	decisions.				protection law. Artcile 9, S.2(f), processing is
			induction and training for members of committees; arranging committee	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the
			induction and training for members of committees; arranging committee meetings; preparing agenda	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the establishment, exercise or
			induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the
			induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the establishment, exercise or
			induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings;	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the establishment, exercise or
			induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the establishment, exercise or
			induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the establishment, exercise or
			induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions;	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the establishment, exercise or
			induction and training for members of committees; arranging committee meetings; preparing agenda and papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result	decisions.				protection law. Artcile 9, S.2(f), processing is necessary for the establishment, exercise or

GOVERNANCE	Senior Officers' Appointments Administration	The activities involved in appointing, electing or otherwise designating the institution's senior officers.	Activities include: setting terms and conditions for officers.	Records documenting the appointment/ election/designation of the institution's senior officers.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (n) - To institute such offices as the purposes of the University may require, to appoint persons to and to remove them from such offices, and to prescribe their terms and conditions of service.]	Potentiallty, dependent upon individual circumstances.	Article 9, S.2 (a), explicit consent. Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
GOVERNANCE	Public Interest Disclosure (Whistle Blowing) Investigation	The activities involved in handling allegations of malpractice or misconduct made by staff under the Public Interest Disclosure Act 1998.	Activities include: recording allegations; investigating and reporting on allegations, and determining any consequential action to be taken.	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentiallty, dependent upon individual circumstances.	Article 9, S.2 (g), necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
GOVERNANCE	Official External Representation	The activities involved in representing the institution officially on external bodies.	Activities include: appointing or otherwise designating staff to represent the institution.	Records documenting the appointment/designation of staff to officially represent the institution.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.		

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RISK MANAGEMENT		The activities involved in				
		managing risks to the				
		viability or success of the				
		institution.				
RISK MANAGEMENT	Risk Management Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's risk	new/revised strategy;	establishment of the		
		management strategy.	undertaking research;	institution's risk		
		management strategy.				
			developing strategy	management strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
RISK MANAGEMENT	Risk Management Strategy	The activities involved in	Activities include: identifying	Records documenting the		
KISK WANAGEWENT	Development	developing and establishing	requirements for	development and		
	Development	the institution's risk	new/revised strategy;	establishment of the		
				institution's risk		
		management strategy.	undertaking research;			
			developing strategy	management strategy:		
			proposals; consulting on	working papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
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RISK MANAGEMENT	Risk Management	The activities involved in	Activities include: identifying	Records documenting the		
	Procedure Development	developing the institution's	needs for new/revised	development of the		
		procedures for risk	procedure; undertaking	institution's procedures		
		management.	research; analysing work	relating to risk		
			processes; drafting	management.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
RISK MANAGEMENT	Risk Management	The activities involved in	Activities include: identifying	Master copies of procedures		
	Procedure Development	developing the institution's	needs for new/revised	relating to risk		
	Troccuure Development	procedures for risk	procedure; undertaking	management.		
		management.	research; analysing work	management.		
		illallageilleilt.	processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
RISK MANAGEMENT	Risk Identification &	The activities involved in		Records documenting		
MOR WANAGEWENT	Assessment	identifying and evaluating		identified risks to the		
	Assessment	risks to the institution.		institution and assessments		
		risks to the institution.		of those risks.		
				of those risks.		
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RISK MANAGEMENT	Business Continuity Planning	The activities involved in anticipating incidents which would disrupt the institution's operations, and in developing response and recovery plans.		Records documenting the formulation, testing and maintenance of disaster response and recovery plans.	Yes (eg personal contact details).	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.	
QUALITY MANAGEMENT		The function of managing overall quality in the institution.					
QUALITY MANAGEMENT	Quality Strategy Development	The activities involved in developing and establishing the institution's quality strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's quality management strategy: key records.			

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QUALITY MANAGEMENT	Quality Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's quality	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's quality		
			developing strategy	management strategy:		
			proposals; consulting on	working papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
QUALITY MANAGEMENT	Quality Management Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		quality management.	undertaking research;	institution's quality		
		, , ,	developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
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			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			

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QUALITY MANAGEMENT	Quality Management Policy Development	The activities involved in developing and establishing the institution's policies on quality management.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's quality management policies: working papers.		
QUALITY MANAGEMENT	Quality Management Procedure Development	The activities involved in developing the institution's procedures for quality management.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to quality management.		
QUALITY MANAGEMENT	Quality Management Procedure Development	The activities involved in developing the institution's procedures for quality management.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to quality management.		

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QUALITY MANAGEMENT	Quality Audit	The activities involved in	Activities include: planning	Records documenting the		
		undertaking quality audits.	audits; conducting audit	conduct and results of		
			investigations; writing and	quality audits, and action		
			delivering audit reports;	taken to address issues		
			reviewing and responding to	raised.		
			audit reports.			
QUALITY MANAGEMENT	Quality Management	The activities involved in	Activities include: applying	Records documenting the		
Z. Z	Scheme Accreditation	obtaining and maintaining	for accreditation; liaising	attainment and		
	Management	accreditation under	with accreditation bodies;	maintenance of the		
	Widilagement	established external quality	facilitating	institution's accreditation		
		established external quality				
		management schemes (e.g.	inspections/audits by	under established		
		EQUIS).	accrediting bodies.	independent quality		
				management schemes.		
		 				
AUDIT		The function of conducting				
		audits of the institution's				
		affairs and operations.				
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AUDIT	Audit Strategy Development	The activities involved in	Activities include: identifying	Records documenting the		
		developing and establishing	requirements for	development and		
		the institution's audit	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's audit strategy:		
			developing strategy	key records.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
AUDIT	Audit Strategy Development	The activities involved in	Activities include: identifying	Records documenting the		
AODII	Addit Strategy Development	developing and establishing	requirements for	development and		
		the institution's audit	new/revised strategy;	establishment of the		
		i tile ilistitution s audit				
		strategy.	undertaking research;	institution's audit strategy:		
			undertaking research; developing strategy			
			undertaking research; developing strategy proposals; consulting on	institution's audit strategy:		
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AUDIT	Audit Policy Development	The activities involved in	Activities include: identifying	Records documenting the		
70011	Addit Folley Bevelopment	developing and establishing	requirements for	development and		
		the institution's policies for	new/revised policy;	establishment of the		
		the conduct of audits.	undertaking research;	institution's audit policies:		
		the conduct of addits.				
			developing policy proposals;	key records.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
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			documents for formal			
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			policy.			
AUDIT	Audit Policy Development	The activities involved in	Activities include: identifying	Records documenting the		
		developing and establishing	requirements for	development and		
		the institution's policies for	new/revised policy;	establishment of the		
		the conduct of audits.	undertaking research;	institution's audit policies:		
			developing policy proposals;	working papers.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
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AUDIT	Audit Procedure Development	The activities involved in developing the institution's procedures for conducting audits.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to audit management.		
AUDIT	Audit Procedure Development	The activities involved in developing the institution's procedures for conducting audits.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to audit management.		
AUDIT	Audit Management	The activities involved in conducting audits.	Activities include: conducting internal audits; facilitating the conduct of external audits; reviewing and responding to audit reports.	Records documenting the conduct and results of audits, and action taken to address issues raised.		

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approval: formally				approval; formally			
approving policy							
documents; disseminating							
policy documents; reviewing							
policy.							

LEGAL AFFAIRS MANAGEMENT	Legal Affairs Management Procedure Development	The activities involved in developing the institution's procedures for the management of its legal affairs.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to the management of legal affairs.				
LEGAL AFFAIRS MANAGEMENT	Legal Affairs Management Procedure Development	The activities involved in developing the institution's procedures for the management of its legal affairs.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to the management of legal affairs.				
LEGAL AFFAIRS MANAGEMENT	Contracts & Agreements Management	The activities involved in managing the legal aspects of negotiating, establishing, maintaining and reviewing contracts and agreements.		Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts under seal (by deed).	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Artcile 9, S.2(f), processing is necessary for the establishment, exercise or defence of legal claims.

LEGAL AFFAIRS MANAGEMENT	Contracts & Agreements Management	The activities involved in managing the legal aspects of negotiating, establishing, maintaining and reviewing contracts and agreements.		Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: other contracts and agreements.	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Artcile 9, S.2(f), processing is necessary for the establishment, exercise or defence of legal claims.
LEGAL AFFAIRS MANAGEMENT	Legal Claims Management	The activities involved in handling claims by or against the institution which do not proceed to litigation or settlement by an agreement.		Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement.	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Artcile 9, S.2(f), processing is necessary for the establishment, exercise or defence of legal claims.
LEGAL AFFAIRS MANAGEMENT	Litigation Management	The activities involved in managing legal proceedings between the institution and other parties.	Activities include: briefing counsel; providing documents required by a court; consulting with other agencies.	Records documenting litigation between the institution and third parties where legal precedents are set.	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Artcile 9, S.2(f), processing is necessary for the establishment, exercise or defence of legal claims.

LEGAL AFFAIRS MANAGEMENT	Litigation Management	The activities involved in managing legal proceedings between the institution and other parties.	Activities include: briefing counsel; providing documents required by a court; consulting with other agencies.	Records documenting litigation between the institution and third parties which does not set legal precedents.	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Artcile 9, S.2(f), processing is necessary for the establishment, exercise or defence of legal claims.
LEGAL AFFAIRS MANAGEMENT	Legal Advice	The activities associated with providing legal opinions and advice to the institution.	Records documenting legal advice requested by, and provided to, the institution concerning e.g.: - interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations - proposals for new legislation affecting the institution's legal framework, governance, responsibilities or operations - the institution's relations - the institution's relationships with government bodies and HE regulators - industrial relations issues - health, safety and environmental issues		Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Artcile 9, S.2(f), processing is necessary for the establishment, exercise or defence of legal claims.
LEGAL AFFAIRS MANAGEMENT	Legal Advice	The activities associated with providing opinions and advice to the institution on legal matters.	Records documenting legal advice on other matters requested by, and provided to, the institution.		Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Artcile 9, S.2(f), processing is necessary for the establishment, exercise or defence of legal claims.

ORGANISATIONAL		The function of developing	1	-		
DEVELOPMENT		the institution's				
		organisational structure and				
		culture.				
ORGANISATIONAL	Organisational Strategy	The activities involved in	Activities include: identifying	Records documenting the		
DEVELOPMENT	Development	developing and establishing	requirements for	development and		
		the institution's	new/revised strategy;	establishment of the		
		organisational development	undertaking research;	institution's organisational		
		strategy.	developing strategy	strategy: key records.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
ORGANISATIONAL	Organisational Strategy	The activities involved in	Activities include: identifying	Records documenting the		
DEVELOPMENT	Development	developing and establishing	requirements for	development and		
		the institution's	new/revised strategy;	establishment of the		
		organisational development	undertaking research;	institution's organisational		
		strategy.	developing strategy	strategy: working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			

ORGANISATIONAL	Organisational Development	The activities involved in	Activities include: identifying	Records documenting the		
DEVELOPMENT	Policy Development	developing and establishing	requirements for	development and		
DEVELOPIVIENT	Policy Development	the institution's policies on	new/revised policy;	establishment of the		
1		organisational development.	undertaking research;	institution's organisational		
			developing policy proposals;	development policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
ORGANISATIONAL	Organisational Development	The activities involved in	Activities include: identifying	Records documenting the		
DEVELOPMENT	Policy Development	developing and establishing	requirements for	development and		
DEVELOPIVIENT	Folicy Development	the institution's policies on		establishment of the		
			new/revised policy;			
		organisational development.	undertaking research;	institution's organisational		
			developing policy proposals;	development policies:		
			consulting on policy	working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
[submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
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ORGANISATIONAL	Organisational Development	The activities involved in	Activities include: identifying	Records documenting the		
DEVELOPMENT	Procedure Development	developing the institution's	needs for new/revised	development of the		
		organisational development	procedure; undertaking	institution's procedures		
		procedures.	research; analysing work	relating to organisational		
		procedures.				
			processes; drafting	development.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			-			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
ORGANISATIONAL	Organisational Development	The activities involved in	Activities include: :	Master copies of successions		
			Activities include: identifying	Master copies of procedures		
DEVELOPMENT	Procedure Development	developing the institution's	needs for new/revised	relating to organisational		
		organisational development	procedure; undertaking	development.		
		procedures.	research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
			reviewing procedure.			
ORGANISATIONAL	Organisational Restructuring		Activities include: creating	Records documenting the		
DEVELOPMENT		changing the institution's	new business units;	management of individual		
		organisational structure.	merging/demerging or	organisational restructuring		
			otherwise restructuring	processes.		
				processes.		
			existing business units;			
			closing business units.			

EQUALITY & DIVERSITY MANAGEMENT		The function of managing the institution's compliance with legislation on equal opportunities.				
EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Strategy Development	The activities involved in developing and establishing the institution's equality and diversity strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's equality and diversity strategy: key records.		
EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Strategy Development	The activities involved in developing and establishing the institution's equality and diversity strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's equality and diversity strategy: working papers.		

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EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Policy Development	The activities involved in developing and establishing the institution's policies on equality and diversity.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy. Activities include: preparing a race equality policy (Note	Records documenting the development and establishment of the institution's policies on equality and diversity: key records.		
EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Policy Development	The activities involved in developing and establishing the institution's policies on equality and diversity.	1). Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy. Activities include: preparing a race equality policy (Note 1).	Records documenting the development and establishment of the institution's policies on equality and diversity: working papers.		

EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Procedure Development	The activities involved in developing the institution's procedures for managing equality and diversity.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to the management of equality and diversity.		
EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Procedure Development	The activities involved in developing the institution's procedures for managing equality and diversity.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to the management of equality and diversity.		
EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Monitoring	The activities involved in monitoring equal opportunities within the institution.	Activities include: collecting data on student recruitment, admissions, progression and attainment, and on employee recruitment and promotion; analysing data in relation to equality between men and women, disabled persons, persons of different ages and of different racial groups; preparing and submitting formal reports of equal opportunities monitoring to external organisations.	Records containing summary statistical information resulting from equality monitoring.		

EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Training	The activities involved in providing training for institutional staff on equality and diversity issues.	Activities include: identifying training requirements; analysing training needs; 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	Records documenting the development and delivery of training on equality and diversity issues and procedures.	Yes (eg records of persons completing training etc).	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.		
EQUALITY & DIVERSITY MANAGEMENT	Discrimination Complaints Handling	The activities involved in handling formal complaints about (alleged) discrimination by or within the institution and against staff or students on the grounds of gender, disability, race, religion, sexuality, or age.	programmes/events. Activities include: reviewing and investigating complaints; informing complainants about the outcomes of reviews and investigations; responding to any further action taken by complainants.	Records documenting the handling of formal complaints about discrimination by or within the institution.	Yes.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Yes.	Article 9, S.2 (a), explicit consent. Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (g), necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

EQUALITY & DIVERSITY MANAGEMENT	Ethnic Minority Mentoring Scheme Co-ordination	The activities involved in coordinating the institution's participation in the national Ethnic Minority Mentoring Scheme.	Activities include: handling applications for the Scheme; matching mentors with mentees; monitoring the mentor-mentee relationship and progress.	Records documenting the handling of individual applications for the Scheme and monitoring of the mentor-mentee relationship and outcomes.	Yes.	Article 6, S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit consent.
EQUALITY & DIVERSITY MANAGEMENT	Disability Equality Compliance	The activities involved in complying with legislation on disability equality.	Activities include: preparing and publishing the institution's Disability Equality Scheme (NOTE 1), including publishing a revised Scheme every three years; preparing and publishing the institution's annual reports on the implementation of its Disability Equality Scheme (NOTE 2); assessing the impact of the institution's policies and practices on equality for disabled people.	Records documenting the preparation/revision of the institution's Disability Equality Scheme.				
EQUALITY & DIVERSITY MANAGEMENT	Disability Equality Compliance	The activities involved in complying with legislation on disability equality.	Activities include: preparing and publishing the institution's Disability Equality Scheme (NOTE 1), including publishing a revised Scheme every three years; preparing and publishing the institution's annual reports on the implementation of its Disability Equality Scheme (NOTE 2); assessing the impact of the institution's policies and practices on equality for disabled people.	Records documenting the preparation of annual reports on the implementation of the institution's Disability Equality Scheme.				

EQUALITY & DIVERSITY MANAGEMENT	Disability Equality Compliance	The activities involved in complying with legislation on disability equality.	Activities include: preparing and publishing the institution's Disability Equality Scheme (NOTE 1), including publishing a revised Scheme every three years; preparing and publishing the institution's annual reports on the implementation of its Disability Equality Scheme (NOTE 2); assessing the impact of the institution's policies and practices on equality for disabled people.	Records documenting assessments of the impact of the institution's policies and practices on equality for disabled persons.				
EQUALITY & DIVERSITY MANAGEMENT	Race Equality Compliance	The activities involved in complying with the requirements of legislation on equality for different racial groups.	Activities include: preparing and publishing the institution's race equality policy (NOTE 1); assessing the impact of the institution's policies on students and staff from different racial groups, and publishing the results (NOTE 2); monitoring, by racial group, student admission and progress, and employee recruitment and career progress, and publishing the results (NOTE 3).	Records documenting the preparation of the institution's race equality policy.				
EQUALITY & DIVERSITY MANAGEMENT	Race Equality Compliance	The activities involved in complying with the requirements of legislation on equality for different racial groups.	Activities include: preparing and publishing the institution's race equality policy (NOTE 1); assessing the impact of the institution's policies on students and staff from different racial groups, and publishing the results (NOTE 2); monitoring, by racial group, student admission and progress, and employee recruitment and career progress, and publishing the results (NOTE 3).	Records documenting assessments of the impact of the institution's policies on equality between different racial groups.	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (g), necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

EQUALITY & DIVERSITY MANAGEMENT	Race Equality Compliance	The activities involved in complying with the requirements of legislation on equality for different racial groups.	Activities include: preparing and publishing the institution's race equality policy (NOTE 1); assessing the impact of the institution's policies on students and staff from different racial groups, and publishing the results (NOTE 2); monitoring, by racial group, student admission and progress, and employee recruitment and career progress, and publishing the results (NOTE 3).	Records documenting the monitoring, by racial group, of student admission and progress.	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Article 9, S.2 (g), necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
EQUALITY & DIVERSITY MANAGEMENT	Race Equality Compliance	The activities involved in complying with the requirements of legislation on equality for different racial groups.	Activities include: preparing and publishing the institution's race equality policy (NOTE 1); assessing the impact of the institution's policies on students and staff from different racial groups, and publishing the results (NOTE 2); monitoring, by racial group, student admission and progress, and employee recruitment and career progress, and publishing the results (NOTE 3).	Records documenting the monitoring, by racial group, of employee recruitment and career progress.	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (g), necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
EQUALITY & DIVERSITY MANAGEMENT	Gender Equality Compliance	The activities involved in complying with the requirements of legislation on equality for men and women.	Activities include: preparing and publishing the institution's Gender Equality Scheme (NOTE 1), including publishing a revised scheme every three years (NOTE 2); preparing and publishing the institution's annual reports on the implementation of its Gender Equality Scheme (NOTE 3); assessing the impact of the institution's policies and practices on equality between men and women.	Records documenting the preparation/revision of the institution's Gender Equality Scheme.				Subject.

FOUNDATIVE OF DIVERSITY	Cond. Fronting Cond.	T-10-10-01-01-01-01-01-01-01-01-01-01-01-	Lastinia de la lastica de la companya Bereit de conseile d	Data and the	A 11:11 C C A (1)	Determinally.	Aut. 1. 0. C 2 (b)	
EQUALITY & DIVERSITY	Gender Equality Compliance		Activities include: preparing	Records documenting the	Potentially.	Article 6 S.1 (c), necessary	Potentially.	Article 9, S.2 (b), necessary
MANAGEMENT		complying with the	and publishing the	preparation of annual		for compliance with a legal		for the purposes of carrying
		requirements of legislation	institution's Gender Equality	reports on the		obligation to which the		out the obligations and
		on equality for men and	Scheme (NOTE 1), including	implementation of the		controller is subject.		exercising specific rights of
		women.	publishing a revised scheme	institution's Gender Equality				the controller or of the data
			every three years (NOTE 2);	Scheme.				subject in the field of
			preparing and publishing the					employment and social
			institution's annual reports					security and social
			on the implementation of its					protection law.
			Gender Equality Scheme					Article 9, S.2 (g), necessary
			(NOTE 3); assessing the					for reasons of substantial
			impact of the institution's					public interest, on the basis
			policies and practices on					of Union or Member State
			equality between men and					law which shall be
			women.					proportionate to the aim
								pursued, respect the
								essence of the right to data
								protection and provide for
								suitable and specific
								measures to safeguard the
								fundamental rights and the
								interests of the data
								subject.
EQUALITY & DIVERSITY	Gender Equality Compliance	The activities involved in	Activities include: preparing	Records documenting	Potentially.	Article 6 S.1 (c), necessary	Potentially.	Article 9, S.2 (b), necessary
MANAGEMENT	Gender Equality Compliance			I	Potentially.	for compliance with a legal	Potentially.	for the purposes of carrying
WANAGEWENT		complying with the	and publishing the	assessments of the impact				
		requirements of legislation	institution's Gender Equality	of the institution's policies		obligation to which the		out the obligations and
		on equality for men and	Scheme (NOTE 1), including	and practices on equality for		controller is subject.		exercising specific rights of
		women.	publishing a revised scheme	men and women.				the controller or of the data
			every three years (NOTE 2);					subject in the field of
			preparing and publishing the					employment and social
			institution's annual reports					security and social
			on the implementation of its					protection law.Article 9, S.2
			Gender Equality Scheme					(g), necessary for reasons of
			(NOTE 3); assessing the					substantial public interest,
			impact of the institution's					on the basis of Union or
			policies and practices on					Member State law which
			equality between men and					shall be proportionate to
			women.					the aim pursued, respect
								the essence of the right to
								data protection and provide
								for suitable and specific
								measures to safeguard the
								fundamental rights and the
	1	ĺ						
								interests of the data
								interests of the data subject.

HEALTH & SAFETY MANAGEMENT		The function of managing the impact of the institution's operations on the health and safety of its staff, students and others while on its premises and in other places where they may be affected by its operations, and of ensuring compliance with legislation on health and safety matters.				
HEALTH & SAFETY MANAGEMENT	Health & Safety Strategy Development	The activities involved in developing and establishing the institution's health and safety strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's health and safety strategy: key records.		

HEALTH & SAFETY	Health & Safety Strategy	The activities involved in	Activities include: identifying	Records documenting the	 	
MANAGEMENT	Development	developing and establishing	requirements for	development and		
IVIAINAGEIVIENT	Development	the institution's health and	new/revised strategy;	establishment of the		
		safety strategy.	undertaking research;	institution's health and		
			developing strategy	safety strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
HEALTH & SAFETY	Health & Safety	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Management Policy	developing and establishing	requirements for	development and		
	Development	the institution's policies on	new/revised policy;	establishment of the		
		health and safety matters.	undertaking research;	institution's policies on		
			developing policy proposals;	health and safety: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
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HEALTH & SAFETY MANAGEMENT	Health & Safety Management Policy Development	The activities involved in developing and establishing the institution's policies on health and safety matters.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's policies on health and safety: working papers.		
HEALTH & SAFETY MANAGEMENT	Health & Safety Management Procedure Development	The activities involved in developing the institution's procedures for the management of health and safety.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to the management of health and safety.		
HEALTH & SAFETY MANAGEMENT	Health & Safety Management Procedure Development	The activities involved in developing the institution's procedures for the management of health and safety.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to the management of health and safety.		

HEALTH & SAFETY MANAGEMENT	Health & Safety Inspection	The activities involved in conducting health and safety inspections of the institution's premises and operations.		Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised.			
HEALTH & SAFETY MANAGEMENT	Health & Safety Audit	The activities involved in conducting health and safety audits of the institution's activities and operations.	Activities include: planning audits; conducting audit investigations; preparing and delivering audit reports; reviewing and responding to audit reports.	Records documenting the conduct and results of health and safety audits.	Potentially.	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting notifications of appointments of safety representatives by trade unions under Regulation 3 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	

HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977 SI 1977/500).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting the establishment of a safety committee to fulfil the institution's duty under s 2(7) of the Health and Safety at Work etc. Act 1974 (c. 37) and in accordance with Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500). Includes records documenting the objectives, role, functions, composition and administration of the committee.			

HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).			
HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	

HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513), or with all employees directly.			
HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting the provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.	Activities include fulfilling the institution's duties under the Safety Representatives and Safety Committees Regulations 1997 (SI 19977/500) and the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Records documenting the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	

HEALTH & SAFETY MANAGEMENT	Health & Safety Information, Instruction & Training Provision	The activities involved in providing information, instruction and training on health and safety matters to staff, students and other who use the institution's facilities.		Records documenting the provision of health and safety information, instruction and training for employees, students and others, except where specified elsewhere in this Records Retention Schedule.	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Identification & Risk Assessment	The activities involved in identifying health and safety hazards in the institution's premises or caused by its operations, conducting risk assessments to establish the likelihood and consequences of those risks and implementing appropriate measures to eliminate the risks or to mitigate their consequences.		Records documenting the conduct, review and revision of risk assessments made to fulfil the institution's duties under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) and except where specified elsewhere in this Records Retention Schedule.			
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Display Screen Equipment	The activities involved in controlling the exposure of staff to risks associated with use of display screen equipment.	Activities include fulfilling the institution's duties under the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792) by: assessing the risks to health and safety created by using workstations (Regulation 2); providing training (Regulation 6) and information (Regulation 7) for employees using workstations.	Records documenting the conduct, review and revision of assessments of risks to health and safety created by using workstations, to fulfil the institution's duties under Regulation 2 of the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792).			

HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Display Screen Equipment	The activities involved in controlling the exposure of staff to risks associated with use of display screen equipment.	Activities include fulfilling the institution's duties under the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792) by: assessing the risks to health and safety created by using workstations (Regulation 2); providing training (Regulation 6) and information (Regulation 7) for employees using workstations.	Records documenting the provision of training and information for employees using workstations, to fulfil the institution's duties under Regulations 6 and 7 of the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Noise	The activities involved in controlling the exposure of staff, students and others to noise in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Noise at Work Regulations 2005 (SI 2005/1643) by: assessing the risks to health and safety created by exposure to noise (Regulation 5); providing (Regulation 7) and maintaining (Regulation 8) personal protective equipment to control exposure to noise; conducting health surveillance of employees who are exposed to noise (Regulation 9); providing information, instruction and training for employees exposed to noise (Regulation 10).	Records documenting the conduct, review and revision of assessments of the risks to health and safety created by exposure to noise, made to fulfil the institution's duties under Regulation 5 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Noise	The activities involved in controlling the exposure of staff, students and others to noise in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Noise at Work Regulations 2005 (SI 2005/1643) by: assessing the risks to health and safety created by exposure to noise (Regulation 5); providing (Regulation 7) and maintaining (Regulation 8) equipment to control exposure to noise; conducting health surveillance of employees who are exposed to noise (Regulation 9); providing information, instruction and training for employees exposed to noise (Regulation 10).	Records documenting the provision of personal protective equipment to employees, to fulfil the institution's duties under Regulation 7of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	

HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Noise	The activities involved in controlling the exposure of staff, students and others to noise in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Noise at Work Regulations 2005 (SI 2005/1643) by: assessing the risks to health and safety created by exposure to noise (Regulation 5); providing (Regulation 7) and maintaining (Regulation 8) equipment to control exposure to noise; conducting health surveillance of employees who are exposed to noise (Regulation 9); providing information, instruction and training for employees exposed to noise (Regulation 10).	Records documenting the maintenance of equipment provided to control exposure to noise, to fulfil the institution's duties under Regulation 8 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).				
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Noise	The activities involved in controlling the exposure of staff, students and others to noise in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Noise at Work Regulations 2005 (SI 2005/1643) by: assessing the risks to health and safety created by exposure to noise (Regulation 5); providing (Regulation 7) and maintaining (Regulation 8) equipment to control exposure to noise; conducting health surveillance of employees who are exposed to noise (Regulation 9); providing information, instruction and training for employees exposed to noise (Regulation 10).	Records documenting health surveillance of employees who are exposed to noise, carried out to fulfil the institution's duties under Regulation 9 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Yes.	Article 6 S.1 (a), consent. Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Article 9, S.2 (a), explicit consent. Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional.

HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Noise	The activities involved in controlling the exposure of staff, students and others to noise in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Noise at Work Regulations 2005 (SI 2005/1643) by: assessing the risks to health and safety created by exposure to noise (Regulation 5); providing (Regulation 7) and maintaining (Regulation 8) equipment to control exposure to noise;	Records documenting the provision of information, instruction and training for employees who are exposed to noise, to fulfil the institution's duties under Regulation 10 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).	Yes.	Article 6 S.1 (a), consent. Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	Article 9, S.2 (a), explicit consent. Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary
			conducting health surveillance of employees who are exposed to noise (Regulation 9); providing information, instruction and training for employees exposed to noise (Regulation 10).					for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Hazardous Substances	The activities involved in controlling the exposure of staff, students and others to hazardous substances in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) by: keeping a list of employees exposed to Group 3 or Group 4 biological agents, and records of exposures, accidents and incidents involving these agents (Schedule 3, para. 4); assessing the risks to health created by exposure to substances hazardous to health (Regulation 6); providing (Regulation 7) and maintaining (Regulation 9) equipment to control exposure to substances hazardous to health; monitoring employees' exposure to substances hazardous to health (Regulation 10); conducting health surveillance of employees exposed to substances hazardous to health (Regulation 11); providing information, instruction and training for employees who are exposed to substances hazardous to health (Regulation 12); developing plans and information to deal with	List of employees exposed to Group 3 or Group 4 biological agents, and records of exposures, accidents and incidents involving these agents, required by Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677), Schedule 3, para. 4.	Yes.	Article 6 S.1 (a), consent.Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially.	a health professional. Article 9, S.2 (a), explicit consent.Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional.

			accidents, incidents and emergencies related to the presence of substances hazardous to health, and responding to emergencies which occur (Regulation 13).			
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Hazardous Substances	The activities involved in controlling the exposure of staff, students and others to hazardous substances in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) by: keeping a list of employees exposed to Group 3 or Group 4 biological agents, and records of exposures, accidents and incidents involving these agents (Schedule 3, para. 4); assessing the risks to health created by exposure to substances hazardous to health (Regulation 6); providing (Regulation 7) and maintaining (Regulation 9) equipment to control exposure to substances hazardous to health; monitoring employees' exposure to substances hazardous to health (Regulation 10); conducting health surveillance of employees exposed to substances hazardous to health (Regulation 11); providing information, instruction and training for employees who are exposed to substances hazardous to health (Regulation 12); developing plans and information to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health, and responding to emergencies which occur (Regulation 13).	Records documenting the conduct, review and revision of assessments of the risks to health created by work with substances hazardous to health, to fulfil the institution's duties under Regulation 6 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).		

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HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the				
MANAGEMENT	Exposure Control -	controlling the exposure of	the institution's duties	maintenance of equipment				
	Hazardous Substances	staff, students and others to	under the Control of	provided to control				
		hazardous substances in the	Substances Hazardous to	exposure to substances				
		institution's premises or in	Health Regulations 2002 (SI	hazardous to health, to fulfil				
		other places affected by its	2002/2677) by: keeping a	the institution's duties				
		operations.	list of employees exposed to	under Regulation 9 of the				
			Group 3 or Group 4	Control of Substances				
			biological agents, and	Hazardous to Health				
			records of exposures,	Regulations 2002 (SI				
			accidents and incidents	2002/2677).				
			involving these agents					
			(Schedule 3, para. 4);					
			assessing the risks to health					
			created by exposure to					
			substances hazardous to					
			health (Regulation 6);					
			providing (Regulation 7) and					
			maintaining (Regulation 9)					
			equipment to control					
			exposure to substances					
			hazardous to health;					
			monitoring employees'					
			exposure to substances					
			hazardous to health					
			(Regulation 10); conducting					
			health surveillance of					
			employees exposed to					
			substances hazardous to					
			health (Regulation 11);					
			providing information,					
			instruction and training for					
			employees who are exposed					
			to substances hazardous to					
			health (Regulation 12);					
			developing plans and					
			information to deal with					
			accidents, incidents and					
			emergencies related to the					
			presence of substances					
			hazardous to health, and					
			responding to emergencies					
			which occur (Regulation 13).					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a),	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control -	controlling the exposure of	the institution's duties	conduct and results of		consent.Article 6 S.1 (b),		consent.Article 9, S.2 (b),
	Hazardous Substances	staff, students and others to	under the Control of	monitoring the personal		necessary for the		necessary for the purposes
		hazardous substances in the	Substances Hazardous to	exposures of individual		performance of a contract		of carrying out the
		institution's premises or in	Health Regulations 2002 (SI	employees to substances		to which the data subject is		obligations and exercising
		other places affected by its	2002/2677) by: keeping a	hazardous to health, to fulfil		party or in order to take		specific rights of the
		operations.	list of employees exposed to	the institution's duties		steps at the request of the		controller or of the data
			Group 3 or Group 4	under Regulation 10 of the		data subject prior to		subject in the field of
			biological agents, and	Control of Substances		entering into a		employment and social
			records of exposures,	Hazardous to Health		contract.Article 6 S.1 (c),		security and social
			accidents and incidents	Regulations 2002 (SI		necessary for compliance		protection law.Article 9, S.2
			involving these agents	2002/2677).		with a legal obligation to		(h), necessary for the
			(Schedule 3, para. 4);			which the controller is		purposes of preventive or
			assessing the risks to health			subject.		occupational medicine, for
			created by exposure to			Judgeot.		the assessment of the
			substances hazardous to					working capacity of the
			health (Regulation 6);					employee, medical
			providing (Regulation 7) and					diagnosis, the provision of
			maintaining (Regulation 9)					health or social care or
	1		equipment to control					treatment or the

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			exposure to substances hazardous to health;					management of health or social care systems and
			monitoring employees'					services on the basis of
			exposure to substances					Union or Member State law
			hazardous to health					or pursuant to contract with
			(Regulation 10); conducting					a health professional.
			health surveillance of					·
			employees exposed to					
			substances hazardous to					
			health (Regulation 11);					
			providing information,					
			instruction and training for					
			employees who are exposed					
			to substances hazardous to					
			health (Regulation 12); developing plans and					
			information to deal with					
			accidents, incidents and					
			emergencies related to the					
			presence of substances					
			hazardous to health, and					
			responding to emergencies					
			which occur (Regulation 13).					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control -	controlling the exposure of	the institution's duties	conduct and results of		Article 6 S.1 (b), necessary		consent.
	Hazardous Substances	staff, students and others to	under the Control of	monitoring employees'		for the performance of a		Article 9, S.2 (b), necessary
		hazardous substances in the	Substances Hazardous to	general exposure to		contract to which the data		for the purposes of carrying
		institution's premises or in other places affected by its	Health Regulations 2002 (SI	substances hazardous to health, to fulfil the		subject is party or in order		out the obligations and exercising specific rights of
		operations.	2002/2677) by: keeping a list of employees exposed to	institution's duties under		to take steps at the request of the data subject prior to		the controller or of the data
		operations.	Group 3 or Group 4	Regulation 10 of the Control		entering into a contract.		subject in the field of
			biological agents, and	of Substances Hazardous to		Article 6 S.1 (c), necessary		employment and social
			records of exposures,	Health Regulations 2002 (SI		for compliance with a legal		security and social
			accidents and incidents	2002/2677).		obligation to which the		protection law.
			involving these agents	, ,		controller is subject.		Article 9, S.2 (h), necessary
			(Schedule 3, para. 4);					for the purposes of
			assessing the risks to health					preventive or occupational
			created by exposure to					medicine, for the
			substances hazardous to					assessment of the working
			health (Regulation 6);					capacity of the employee,
			providing (Regulation 7) and					medical diagnosis, the
			maintaining (Regulation 9)					provision of health or social
			equipment to control exposure to substances					care or treatment or the management of health or
			hazardous to health;					social care systems and
			monitoring employees'					services on the basis of
			exposure to substances					Union or Member State law
			hazardous to health					or pursuant to contract with
			(Regulation 10); conducting					a health professional.
			health surveillance of					
			employees exposed to					
			substances hazardous to					
			health (Regulation 11);					
			providing information,					
			instruction and training for					
			employees who are exposed to substances hazardous to					
			health (Regulation 12);					
			developing plans and					
			information to deal with					
			accidents, incidents and					
			emergencies related to the					
			presence of substances					

			hazardous to health, and					
			responding to emergencies					
			which occur (Regulation 13).					
			Willem Geedi (Negalation 13).					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting health	Vec	Article 6 S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit
	The state of the s			_	163.		163.	
MANAGEMENT	Exposure Control -	controlling the exposure of	the institution's duties	surveillance of individual		Article 6 S.1 (b), necessary		consent.
	Hazardous Substances	staff, students and others to	under the Control of	employees who are exposed		for the performance of a		Article 9, S.2 (b), necessary
		hazardous substances in the	Substances Hazardous to	to substances hazardous to		contract to which the data		for the purposes of carrying
		institution's premises or in	Health Regulations 2002 (SI	health, to fulfil the		subject is party or in order		out the obligations and
		other places affected by its	2002/2677) by: keeping a	institution's duties under		to take steps at the request		exercising specific rights of
		operations.	list of employees exposed to	Regulation 11 of the Control		of the data subject prior to		the controller or of the data
			Group 3 or Group 4	of Substances Hazardous to		entering into a contract.		subject in the field of
			biological agents, and	Health Regulations 2002 (SI		Article 6 S.1 (c), necessary		employment and social
			records of exposures,	2002/2677).		for compliance with a legal		security and social
			accidents and incidents	2002/2077).				
						obligation to which the		protection law.
			involving these agents			controller is subject.		Article 9, S.2 (h), necessary
			(Schedule 3, para. 4);					for the purposes of
			assessing the risks to health					preventive or occupational
			created by exposure to					medicine, for the
			substances hazardous to					assessment of the working
			health (Regulation 6);					capacity of the employee,
			providing (Regulation 7) and					medical diagnosis, the
			maintaining (Regulation 9)					provision of health or social
			equipment to control					care or treatment or the
			exposure to substances					management of health or
			hazardous to health;					social care systems and
			monitoring employees'					services on the basis of
			exposure to substances					Union or Member State law
			hazardous to health					or pursuant to contract with
			(Regulation 10); conducting					a health professional.
			health surveillance of					
			employees exposed to					
			substances hazardous to					
			health (Regulation 11);					
			providing information,					
			instruction and training for					
			employees who are exposed					
			to substances hazardous to					
			health (Regulation 12);					
			developing plans and					
			information to deal with					
			accidents, incidents and					
			emergencies related to the					
			presence of substances					
			hazardous to health, and					
			responding to emergencies					
			which occur (Regulation 13).					
			willen occur (Negulation 13).					

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HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a),	Potentially.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control -	controlling the exposure of	the institution's duties	provision of information,		consent.Article 6 S.1 (b),		consent.Article 9, S.2 (b),
	Hazardous Substances	staff, students and others to	under the Control of	instruction and training for		necessary for the		necessary for the purposes
		hazardous substances in the	Substances Hazardous to	employees who are exposed		performance of a contract		of carrying out the
		institution's premises or in	Health Regulations 2002 (SI	to substances hazardous to		to which the data subject is		obligations and exercising
		other places affected by its	2002/2677) by: keeping a	health, to fulfil the		party or in order to take		specific rights of the
		operations.	list of employees exposed to	institution's duties under		steps at the request of the		controller or of the data
			Group 3 or Group 4	Regulation 12 of the Control		data subject prior to		subject in the field of
			biological agents, and	of Substances Hazardous to		entering into a		employment and social
			records of exposures,	Health Regulations 2002 (SI		contract.Article 6 S.1 (c),		security and social
			accidents and incidents	2002/2677).		necessary for compliance		protection law.Article 9, S.2
			involving these agents			with a legal obligation to		(h), necessary for the
			(Schedule 3, para. 4);			which the controller is		purposes of preventive or
			assessing the risks to health			subject.		occupational medicine, for
			created by exposure to					the assessment of the
			substances hazardous to					working capacity of the
			health (Regulation 6);					employee, medical
			providing (Regulation 7) and					diagnosis, the provision of
			maintaining (Regulation 9)					health or social care or
			equipment to control					treatment or the
			exposure to substances					management of health or
			hazardous to health;					social care systems and
			monitoring employees'					services on the basis of
			exposure to substances					Union or Member State law
			hazardous to health					or pursuant to contract with
			(Regulation 10); conducting					a health professional.
			health surveillance of					
			employees exposed to					
			substances hazardous to					
			health (Regulation 11);					
			providing information,					
			instruction and training for					
			employees who are exposed					
			to substances hazardous to					
			health (Regulation 12);					
			developing plans and					
			information to deal with					
			accidents, incidents and					
			emergencies related to the					
			presence of substances					
			hazardous to health, and					
			responding to emergencies					
			which occur (Regulation 13).					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes (eg personal contact	Article 6 S.1 (b), necessary		
MANAGEMENT	Exposure Control -	controlling the exposure of	the institution's duties	development of plans and	details).	for the performance of a		
	Hazardous Substances	staff, students and others to	under the Control of	information to deal with		contract to which the data		
		hazardous substances in the	Substances Hazardous to	accidents, incidents and		subject is party or in order		
		institution's premises or in	Health Regulations 2002 (SI	emergencies related to the		to take steps at the request		
		other places affected by its	2002/2677) by: keeping a	presence of substances		of the data subject prior to		
		operations.	list of employees exposed to	hazardous to health, to fulfil		entering into a contract.		
			Group 3 or Group 4	the institution's duties				
			biological agents, and	under Regulation 13 of the				
			records of exposures,	Control of Substances				
			accidents and incidents	Hazardous to Health				
			involving these agents	Regulations 2002 (SI				
			(Schedule 3, para. 4);	2002/2677).				
			assessing the risks to health					
			created by exposure to					
			substances hazardous to					
			health (Regulation 6);					
			providing (Regulation 7) and					
			maintaining (Regulation 9)					
			equipment to control					
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			exposure to substances			
			hazardous to health;			
			monitoring employees'			
			exposure to substances			
			hazardous to health			
			(Regulation 10); conducting			
			health surveillance of			
			employees exposed to			
			substances hazardous to			
			health (Regulation 11);			
			providing information,			
			instruction and training for			
			employees who are exposed			
			to substances hazardous to			
			health (Regulation 12);			
			developing plans and			
			information to deal with			
			accidents, incidents and			
			emergencies related to the			
			presence of substances			
			hazardous to health, and			
			responding to emergencies			
			which occur (Regulation 13).			
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control -	controlling the exposure of	the institution's duties	institution's response to		
	Hazardous Substances	staff, students and others to	under the Control of	accidents, incidents and		
	Trazardous Substances	hazardous substances in the	Substances Hazardous to			
				emergencies involving		
		institution's premises or in	Health Regulations 2002 (SI	substances hazardous to		
		other places affected by its	2002/2677) by: keeping a	health, to fulfil the		
		operations.	list of employees exposed to	institution's duties under		
			Group 3 or Group 4	Regulation 13 of the Control		
			biological agents, and	of Substances Hazardous to		
			records of exposures,	Health Regulations 2002 (SI		
			accidents and incidents	2002/2677).		
			involving these agents			
			(Schedule 3, para. 4);			
			assessing the risks to health			
			created by exposure to			
			substances hazardous to			
			health (Regulation 6);			
			providing (Regulation 7) and			
			maintaining (Regulation 9)			
			equipment to control			
			exposure to substances			
			hazardous to health;			
			monitoring employees'			
			exposure to substances			
			hazardous to health			
			(Regulation 10); conducting			
			health surveillance of			
			employees exposed to			
			substances hazardous to			
			health (Regulation 11);			
			providing information,			
			instruction and training for			
			employees who are exposed			
			to substances hazardous to			
			health (Regulation 12);			
			developing plans and			
			information to deal with			
			accidents, incidents and			
			emergencies related to the presence of substances			
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HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	hazardous to health, and responding to emergencies which occur (Regulation 13). Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control - Lead	controlling the exposure of staff, students and others to lead in the institution's premises or in other places affected by its operations.	the institution's duties under the Control of Lead at Work Regulations 2002 (SI 2002/2676) by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead	conduct, review and revision of assessments of the risks to health created by work involving lead, to fulfil the institution's duties under Regulation 5 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).		
			(Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of lead, and responding to emergencies which occur (Regulation 12).			

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HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the				
MANAGEMENT	Exposure Control - Lead	controlling the exposure of	the institution's duties	maintenance of equipment				
		staff, students and others to	under the Control of Lead at	provided to control				
		lead in the institution's	Work Regulations 2002 by:	exposure to lead, to fulfil				
		premises or in other places	assessing the risks to health	the institution's duties				
		affected by its operations.	created by work involving	under Regulation 8 of the				
			lead (Regulation 5);	Control of Lead at Work				
			providing (Regulation 6) and	Regulations 2002 (SI				
			maintaining (Regulation 8)	2002/2676).				
			equipment to control					
			exposure to lead;					
			monitoring employees'					
			exposure to lead (in air)					
			(Regulation 9); conducting					
			medical surveillance of					
			individual employees who					
			are exposed to lead					
			(Regulation 10); providing					
			information, instruction and					
			training for employees who					
			are exposed to lead					
			(Regulation 11); developing					
			plans and information to					
			deal with accidents,					
			incidents and emergencies					
			related to the presence of					
			lead, and responding to					
			emergencies which occur					
			(Regulation 12).					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Lead	controlling the exposure of	the institution's duties	conduct and results of		Article 6 S.1 (b), necessary		consent.
		staff, students and others to	under the Control of Lead at	monitoring employees'		for the performance of a		Article 9, S.2 (b), necessary
		lead in the institution's	Work Regulations 2002 by:	general exposure to lead (in		contract to which the data		for the purposes of carrying
		premises or in other places	assessing the risks to health	air), to fulfil the institution's		subject is party or in order		out the obligations and
		affected by its operations.	created by work involving	duties under Regulation 9 of		to take steps at the request		exercising specific rights of
			lead (Regulation 5);	the Control of Lead at Work		of the data subject prior to		the controller or of the data
			providing (Regulation 6) and	Regulations 2002 (SI		entering into a contract.		subject in the field of
			maintaining (Regulation 8)	2002/2676).		Article 6 S.1 (c), necessary		employment and social
			equipment to control			for compliance with a legal		security and social
			exposure to lead;			obligation to which the		protection law.
			monitoring employees'			controller is subject.		Article 9, S.2 (h), necessary
			exposure to lead (in air)					for the purposes of
			(Regulation 9); conducting					preventive or occupational
			medical surveillance of					medicine, for the
			individual employees who					assessment of the working
			are exposed to lead					capacity of the employee,
			(Regulation 10); providing					medical diagnosis, the
				1				provision of health or social
			information, instruction and					
			training for employees who					care or treatment or the
			training for employees who are exposed to lead					
			training for employees who are exposed to lead (Regulation 11); developing					care or treatment or the management of health or social care systems and
			training for employees who are exposed to lead (Regulation 11); developing plans and information to					care or treatment or the management of health or social care systems and services on the basis of
			training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents,					care or treatment or the management of health or social care systems and services on the basis of Union or Member State law
			training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies					care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with
			training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of					care or treatment or the management of health or social care systems and services on the basis of Union or Member State law
			training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of lead, and responding to					care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with
			training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of					care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with

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HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting	Yes.	Article 6 S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Lead	controlling the exposure of	the institution's duties	medical surveillance of		Article 6 S.1 (b), necessary		consent.
		staff, students and others to	under the Control of Lead at	individual employees who		for the performance of a		Article 9, S.2 (b), necessary
		lead in the institution's	Work Regulations 2002 by:	are exposed to lead, to fulfil		contract to which the data		for the purposes of carrying
		premises or in other places	assessing the risks to health	the institution's duties		subject is party or in order		out the obligations and
		affected by its operations.	created by work involving	under Regulation 10 of the		to take steps at the request		exercising specific rights of
			lead (Regulation 5);	Control of Lead at Work		of the data subject prior to		the controller or of the data
			providing (Regulation 6) and	Regulations 2002 (SI		entering into a contract.		subject in the field of
			maintaining (Regulation 8)	2002/2676).		Article 6 S.1 (c), necessary		employment and social
			equipment to control			for compliance with a legal		security and social
			exposure to lead;			obligation to which the		protection law.
			monitoring employees'			controller is subject.		Article 9, S.2 (h), necessary
			exposure to lead (in air)					for the purposes of
			(Regulation 9); conducting					preventive or occupational
			medical surveillance of					medicine, for the
			individual employees who					assessment of the working
			are exposed to lead					capacity of the employee,
			(Regulation 10); providing					medical diagnosis, the
			information, instruction and					provision of health or social
			training for employees who					care or treatment or the
			are exposed to lead					management of health or
			(Regulation 11); developing					social care systems and
			plans and information to					services on the basis of
			deal with accidents,					Union or Member State law
			incidents and emergencies					or pursuant to contract with
			related to the presence of					a health professional.
			lead, and responding to					- · · · · · · · · · · · · · · · · · · ·
			emergencies which occur					
			(Regulation 12).					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a),	Potentially.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Lead	controlling the exposure of	the institution's duties	provision of information,		consent.Article 6 S.1 (b),	,	consent.Article 9, S.2 (b),
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		starr, students and others to	under the Control of Lead at	instruction and training for		necessary for the		
		staff, students and others to lead in the institution's	under the Control of Lead at Work Regulations 2002 by:	instruction and training for employees who are exposed		necessary for the performance of a contract		necessary for the purposes
		lead in the institution's	Work Regulations 2002 by:	employees who are exposed		performance of a contract		necessary for the purposes of carrying out the
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health			performance of a contract to which the data subject is		necessary for the purposes of carrying out the obligations and exercising
		lead in the institution's	Work Regulations 2002 by: assessing the risks to health created by work involving	employees who are exposed to lead, to fulfil the		performance of a contract to which the data subject is party or in order to take		necessary for the purposes of carrying out the
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5);	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control		performance of a contract to which the data subject is party or in order to take steps at the request of the		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8)	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.Article 6 S.1 (c),		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead;	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.Article 6 S.1 (c),		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air)	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation, instruction and training for employees who are exposed to lead (Regulation 11); developing	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents,	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of lead, and responding to	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with
		lead in the institution's premises or in other places	Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of	employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations		performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is		necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with

LIEALTH O CAFETY	Livelik O. C. C. Livelik	The second district of the second	A of the chart of the form	December 1		
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control - Lead	controlling the exposure of	the institution's duties	development of plans and		
		staff, students and others to	under the Control of Lead at	information to deal with		
		lead in the institution's	Work Regulations 2002 by:	accidents, incidents and		
		premises or in other places	assessing the risks to health	emergencies related to the		
		affected by its operations.	created by work involving	presence of lead, to fulfil the		
			lead (Regulation 5);	institution's duties under		
			providing (Regulation 6) and	Regulation 12 of the Control		
			maintaining (Regulation 8)	of Lead at Work Regulations		
			equipment to control	2002 (SI 2002/2676).		
			exposure to lead;			
			monitoring employees'			
			exposure to lead (in air)			
			(Regulation 9); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to lead			
			(Regulation 10); providing			
			information, instruction and			
			training for employees who			
			are exposed to lead			
			(Regulation 11); developing			
			plans and information to			
			deal with accidents,			
			incidents and emergencies			
			related to the presence of			
			lead, and responding to			
			emergencies which occur			
			(Regulation 12).			
	<u> </u>					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Lead	controlling the exposure of	Activities include fulfilling the institution's duties	institution's response to		
		controlling the exposure of staff, students and others to	Activities include fulfilling the institution's duties under the Control of Lead at	institution's response to accidents, incidents and		
		controlling the exposure of staff, students and others to lead in the institution's	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by:	institution's response to accidents, incidents and emergencies involving lead,		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's		
		controlling the exposure of staff, students and others to lead in the institution's	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5);	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8)	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead;	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees'	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air)	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents,	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of lead, and responding to	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		
		controlling the exposure of staff, students and others to lead in the institution's premises or in other places	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of	institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI		

HEALTH C CASETY	The data of Control of	The contract of the contract o	A . 1 . 1	I percented to the		
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting		
MANAGEMENT	Exposure Control - Asbestos	controlling the exposure of	the institution's duties	assessments of the presence		
		staff, students and others to	under the Control of	and condition of asbestos,		
		asbestos in the institution's	Asbestos Regulations 2006	as required by Regulation 5		
		premises or in other places	(SI 2006/2739) by: assessing	of the Control of Asbestos		
		affected by its operations.	the presence and condition	Regulations 2006 (SI		
			of asbestos (Regulation 5);	2006/2739).		
			assessing the risks to health			
			created by exposure to			
			asbestos (Regulation 6);			
			producing written plans of			
			work for undertaking work			
			with asbestos (Regulation			
			7); notifying enforcing			
			authorities of proposed			
			work with asbestos			
			(Regulation 9); providing			
			information, instruction and			
			training for employees who			
			are exposed to asbestos			
			(Regulation 10);			
			maintenance of equipment			
			provided to control			
			exposure to asbestos			
			(Regulation 13); developing			
			plans and information to			
			deal with accidents,			
			incidents and emergencies			
			related to the presence of			
			asbestos, and responding to			
			emergencies which occur			
			(Regulation 15); monitoring			
			employees' general and			
			individual exposure to			
			asbestos (Regulation 19);			
			conducting medical			
			surveillance of employees			
			exposed to asbestos			
			(Regulation 22).			
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control - Asbestos	controlling the exposure of	the institution's duties	conduct, review and revision		
		staff, students and others to	under the Control of	of assessments of the risks		
		asbestos in the institution's	Asbestos Regulations 2006	to health created by		
		premises or in other places	(SI 2006/2739) by: assessing	exposure to asbestos, to		
		affected by its operations.	the presence and condition	fulfil the institution's duties		
			of asbestos (Regulation 5);	under Regulation 6 of the		
			assessing the risks to health	Control of Asbestos		
			created by exposure to	Regulations 2006 (SI		
			asbestos (Regulation 6);	2006/2739).		
			producing written plans of			
			work for undertaking work			
			with asbestos (Regulation			
			7); notifying enforcing			
			authorities of proposed			
			work with asbestos			
			(Regulation 9); providing			
			information, instruction and			
			training for employees who			
			are exposed to asbestos			
			(Regulation 10);			
			maintenance of equipment			
			provided to control			
			exposure to asbestos			

			(Regulation 13); developing plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, and responding to			
			emergencies which occur (Regulation 15); monitoring employees' general and individual exposure to asbestos (Regulation 19); conducting medical surveillance of employees			
			exposed to asbestos (Regulation 22).			
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Asbestos	The activities involved in controlling the exposure of staff, students and others to asbestos in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Asbestos Regulations 2006 (SI 2006/2739) by: assessing the presence and condition of asbestos (Regulation 5); assessing the risks to health created by exposure to asbestos (Regulation 6); producing written plans of work for undertaking work with asbestos (Regulation 7); notifying enforcing authorities of proposed work with asbestos (Regulation 9); providing information, instruction and training for employees who are exposed to asbestos (Regulation 10); maintenance of equipment provided to control exposure to asbestos (Regulation 13); developing plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, and responding to emergencies which occur (Regulation 15); monitoring employees' general and individual exposure to asbestos (Regulation 19); conducting medical surveillance of employees exposed to asbestos (Regulation 22).	Records documenting the preparation of written plans of work for undertaking work with asbestos, as required by Regulation 7 of the Control of Asbestos Regulations 2006 (SI 2006/2739).		

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HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting				
MANAGEMENT	Exposure Control - Asbestos	controlling the exposure of	the institution's duties	notifications to enforcing				
		staff, students and others to	under the Control of	authorities of proposed				
		asbestos in the institution's	Asbestos Regulations 2006	work with asbestos, to fulfil				
		premises or in other places	(SI 2006/2739) by: assessing	the institution's duties				
		affected by its operations.	the presence and condition	under Regulation 9 of the				
			of asbestos (Regulation 5);	Control of Asbestos				
			assessing the risks to health	Regulations 2006 (SI				
			created by exposure to	2006/2739).				
			asbestos (Regulation 6);					
			producing written plans of					
			work for undertaking work					
			with asbestos (Regulation					
			7); notifying enforcing					
			authorities of proposed					
			work with asbestos					
			(Regulation 9); providing					
			information, instruction and					
			training for employees who					
			are exposed to asbestos					
			(Regulation 10);					
			maintenance of equipment					
			provided to control					
			exposure to asbestos					
			(Regulation 13); developing					
			plans and information to					
			deal with accidents,					
			incidents and emergencies					
			related to the presence of					
			asbestos, and responding to					
			emergencies which occur					
			(Regulation 15); monitoring					
			employees' general and					
			individual exposure to					
			asbestos (Regulation 19);					
			conducting medical					
			surveillance of employees					
			exposed to asbestos					
			(Regulation 22).					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a),	Potentially.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Asbestos	controlling the exposure of	the institution's duties	provision of information,		consent.Article 6 S.1 (b),	,	consent.Article 9, S.2 (b),
	· .	staff, students and others to	under the Control of	instruction and training for		necessary for the		necessary for the purposes
		asbestos in the institution's	Asbestos Regulations 2006	employees who are exposed		performance of a contract		of carrying out the
		premises or in other places	(SI 2006/2739) by: assessing	to asbestos, to fulfil the		to which the data subject is		obligations and exercising
		affected by its operations.	the presence and condition	institution's duties under		party or in order to take		specific rights of the
		arrected by its operations.	of asbestos (Regulation 5);	Regulation 10 of the Control		steps at the request of the		controller or of the data
			_	-		data subject prior to		
			assessing the risks to health	of Asbestos Regulations				subject in the field of
			created by exposure to	2006 (SI 2006/2739).		entering into a		employment and social
			asbestos (Regulation 6);			contract.Article 6 S.1 (c),		security and social
			producing written plans of			necessary for compliance		protection law.Article 9, S.2
			work for undertaking work			with a legal obligation to		(h), necessary for the
			with asbestos (Regulation			which the controller is		purposes of preventive or
			7); notifying enforcing			subject.		occupational medicine, for
			authorities of proposed					the assessment of the
			work with asbestos					working capacity of the
			(Regulation 9); providing					employee, medical
			information, instruction and					diagnosis, the provision of
			training for employees who					health or social care or
			are exposed to asbestos					treatment or the
			(Regulation 10);					management of health or
			maintenance of equipment					social care systems and
			provided to control					services on the basis of
			exposure to asbestos					Union or Member State law

	(Regulation 13); developlans and information to deal with accidents, incidents and emergence related to the presence asbestos, and responding emergencies which occidents which occidents are provided in the presence as best os, and responding emergencies which occidents which occidents are provided in the presence as best os (Regulation 15); monitodemployees' general and individual exposure to as best os (Regulation 19) conducting medical surveillance of employeexposed to as best os (Regulation 22).	ies of g to ur ring		or pursuant to contract with a health professional.
HEALTH & SAFETY MANAGEMENT Health & Safety Hazar Exposure Control - As		maintenance of equipment provided to control exposure to asbestos, to fulfil the institution's duties under Regulation 13 of the Control of Asbestos Regulations 2006 (SI 2006/2739). of ork on grand of the control of Asbestos of the cont		

HEALTH C CASSES:	Literatule 0 C C c c c c c c c c c c c c c c c c c	T-10	A . 12 1/2	December 1997	V I	Aut. 1. C C 4 (1.)	
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes (eg personal contact	Article 6 S.1 (b), necessary	
MANAGEMENT	Exposure Control - Asbestos	controlling the exposure of	the institution's duties	development of plans and	details).	for the performance of a	
		staff, students and others to	under the Control of	information to deal with		contract to which the data	
		asbestos in the institution's	Asbestos Regulations 2006	accidents, incidents and		subject is party or in order	
		premises or in other places	by: assessing the presence	emergencies related to the		to take steps at the request	
		affected by its operations.	and condition of asbestos	presence of asbestos, to		of the data subject prior to	
			(Regulation 5); assessing the	fulfil the institution's duties		entering into a contract.	
			risks to health created by	under Regulation 15 of the			
			exposure to asbestos	Control of Asbestos			
			(Regulation 6); producing	Regulations 2006 (SI			
			written plans of work for	2006/2739).			
			undertaking work with				
			asbestos (Regulation 7);				
			notifying enforcing				
			authorities of proposed				
			work with asbestos				
			(Regulation 9); providing				
			information, instruction and				
			training for employees who				
			are exposed to asbestos				
			(Regulation 10);				
			maintenance of equipment				
			provided to control				
			exposure to asbestos				
			(Regulation 13); developing				
			plans and information to				
			deal with accidents,				
			incidents and emergencies				
			related to the presence of				
			asbestos, and responding to				
			emergencies which occur				
			(Regulation 15); monitoring				
			employees' general and				
			individual exposure to				
			asbestos (Regulation 19);				
			conducting medical				
			surveillance of employees				
			exposed to asbestos				
			(Regulation 22).				
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the			
MANAGEMENT	Exposure Control - Asbestos	controlling the exposure of	the institution's duties	institution's response to			
	·	staff, students and others to	under the Control of	accidents, incidents and			
		asbestos in the institution's	Asbestos Regulations 2006	emergencies involving			
		premises or in other places	(SI 2006/2739)by: assessing	asbestos, to fulfil its duties			
		affected by its operations.	the presence and condition	under Regulation 15 of the			
		,	of asbestos (Regulation 5);	Control of Asbestos			
			assessing the risks to health	Regulations 2006 (SI			
			created by exposure to	2006/2739).			
			asbestos (Regulation 6);				
			producing written plans of				
			work for undertaking work				
			with asbestos (Regulation				
			7); notifying enforcing				
			authorities of proposed				
			work with asbestos				
			(Regulation 9); providing				
			information, instruction and				
			training for employees who				
			are exposed to asbestos				
			(Regulation 10);				
			maintenance of equipment				
			provided to control				
			exposure to asbestos				

			(Regulation 13); developing plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, and responding to emergencies which occur (Regulation 15); monitoring employees' general and individual exposure to asbestos (Regulation 19); conducting medical surveillance of employees exposed to asbestos (Regulation 22).					
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Asbestos	The activities involved in controlling the exposure of staff, students and others to asbestos in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Asbestos Regulations 2006 by: assessing the presence and condition of asbestos (Regulation 5); assessing the risks to health created by exposure to asbestos (Regulation 6); producing written plans of work for undertaking work with asbestos (Regulation 7); notifying enforcing authorities of proposed work with asbestos (Regulation 9); providing information, instruction and training for employees who are exposed to asbestos (Regulation 10); maintenance of equipment provided to control exposure to asbestos (Regulation 13); developing plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, and responding to emergencies which occur (Regulation 15); monitoring employees' general and individual exposure to asbestos (Regulation 19); conducting medical surveillance of employees exposed to asbestos (Regulation 22).	Records documenting the conduct and results of monitoring the personal exposures of individual employees (who are required to be under medical surveillance) to asbestos, to fulfil the institution's duties under Regulation 19 of the Control of Asbestos Regulations 2006 (SI 2006/2739).	Yes.	Article 6 S.1 (a), consent. Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Yes.	Article 9, S.2 (a), explicit consent. Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional.

LICALTIL O CASSTY	Hankle O Cafety Hannel	The cast date to select the	Autodate a tende de C 1000 e	December de construction de	V	A-+:-1- C C 1 (-)	V	A-+:-1-0 C 2 (c)
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Asbestos	controlling the exposure of	the institution's duties	conduct and results of		Article 6 S.1 (b), necessary		consent.
		staff, students and others to asbestos in the institution's	under the Control of	monitoring employees'		for the performance of a contract to which the data		Article 9, S.2 (b), necessary
			Asbestos Regulations 2006	general exposure to				for the purposes of carrying
		premises or in other places affected by its operations.	(SI 2006/2739) by: assessing the presence and condition	asbestos, to fulfil the institution's duties under		subject is party or in order		out the obligations and
		affected by its operations.	•	Regulation 19 of the Control		to take steps at the request of the data subject prior to		exercising specific rights of the controller or of the data
			of asbestos (Regulation 5); assessing the risks to health	of Asbestos Regulations		entering into a contract.		subject in the field of
			created by exposure to	2006 (SI 2006/2739).		Article 6 S.1 (c), necessary		employment and social
			asbestos (Regulation 6);	2000 (31 2000/2739).		for compliance with a legal		security and social
			producing written plans of			obligation to which the		protection law.
			work for undertaking work			controller is subject.		Article 9, S.2 (h), necessary
			with asbestos (Regulation			Controller is subject.		for the purposes of
			7); notifying enforcing					preventive or occupational
			authorities of proposed					medicine, for the
			work with asbestos					assessment of the working
			(Regulation 9); providing					capacity of the employee,
			information, instruction and					medical diagnosis, the
			training for employees who					provision of health or social
			are exposed to asbestos					care or treatment or the
			(Regulation 10);					management of health or
			maintenance of equipment					social care systems and
			provided to control					services on the basis of
			exposure to asbestos					Union or Member State law
			(Regulation 13); developing					or pursuant to contract with
			plans and information to					a health professional.
			deal with accidents,					
			incidents and emergencies					
			related to the presence of					
			asbestos, and responding to					
			emergencies which occur					
			(Regulation 15); monitoring					
			employees' general and					
			individual exposure to					
			asbestos (Regulation 19);					
			conducting medical					
			surveillance of employees					
			exposed to asbestos					
			(Regulation 22).					
HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting	Yes.	Article 6 S.1 (a),	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Asbestos	controlling the exposure of	the institution's duties	medical surveillance of		consent.Article 6 S.1 (b),		consent.Article 9, S.2 (b),
		staff, students and others to	under the Control of	individual employees who		necessary for the		necessary for the purposes
		asbestos in the institution's	Asbestos Regulations 2006	are exposed to asbestos, to		performance of a contract		of carrying out the
		premises or in other places	(SI 2006/2739) by: assessing	fulfil the institution's duties		to which the data subject is		obligations and exercising
		affected by its operations.	the presence and condition	under Regulation 22 of the		party or in order to take		specific rights of the
			of asbestos (Regulation 5);	Control of Asbestos		steps at the request of the		controller or of the data
			assessing the risks to health	Regulations 2006 (SI		data subject prior to		subject in the field of
			created by exposure to	2006/2739).		entering into a		employment and social
			asbestos (Regulation 6);			contract.Article 6 S.1 (c),		security and social
			producing written plans of			necessary for compliance		protection law.Article 9, S.2
			work for undertaking work			with a legal obligation to		(h), necessary for the
			with asbestos (Regulation			which the controller is		purposes of preventive or
			7); notifying enforcing			subject.		occupational medicine, for
			authorities of proposed					the assessment of the
			work with asbestos					working capacity of the
			(Regulation 9); providing					employee, medical
			information, instruction and					diagnosis, the provision of
			training for employees who					health or social care or
			are exposed to asbestos					treatment or the
			(Regulation 10);					management of health or
			maintenance of equipment					social care systems and
			provided to control					services on the basis of
			exposure to asbestos					Union or Member State law

			(Regulation 13); developing plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, and responding to emergencies which occur (Regulation 15); monitoring employees' general and individual exposure to asbestos (Regulation 19); conducting medical surveillance of employees exposed to asbestos (Regulation 22).					or pursuant to contract with a health professional.
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Asbestos	The activities involved in controlling the exposure of staff, students and others to asbestos in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Asbestos Regulations 2006 (SI 2006/2739) by: assessing the presence and condition of asbestos (Regulation 5); assessing the risks to health created by exposure to asbestos (Regulation 6); producing written plans of work for undertaking work with asbestos (Regulation 7); notifying enforcing authorities of proposed work with asbestos (Regulation 9); providing information, instruction and training for employees who are exposed to asbestos (Regulation 10); maintenance of equipment provided to control exposure to asbestos (Regulation 13); developing plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, and responding to emergencies which occur (Regulation 15); monitoring employees' general and individual exposure to asbestos (Regulation 19); conducting medical surveillance of employees exposed to asbestos (Regulation 22).	Employer's copies of certificates of medical examinations of identifiable employees who are exposed to asbestos, as required by Regulation 22 of the Control of Asbestos Regulations 2006 (SI 2006/2739).	Yes.	Article 6 S.1 (a), consent. Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Yes.	Article 9, S.2 (a), explicit consent. Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional.

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	conduct, review and revision		
	Radiation	staff, students and others to	under the lonising	of assessments of the risks		
		ionising radiation in the	Radiations Regulations 1999	to health created by work		
		institution's premises or in	(SI 1999/3232) by: assessing	with ionising radiation, to		
		other places affected by its	the risks to health created	fulfil the institution's duties		
		operations.	by work with ionising	under Regulation 7 of the		
		·	radiation (Regulation 7);	Ionising Radiations		
			providing (Regulation 8) and	Regulations 1999 (SI		
			maintaining (Regulation 10)	1999/3232).		
			equipment to control			
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in designated controlled areas			
			(Regulation 19); assessing			
			doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required			
			to be under medical surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	maintenance of personal		
IVIANAGEIVIENT	Radiation	staff, students and others to	under the lonising	protective equipment		
	Nadiation	ionising radiation in the	Radiations Regulations 1999	provided to control		
		institution's premises or in	(SI 1999/3232) by: assessing	exposure to ionising		
		other places affected by its	the risks to health created	radiation, to fulfil the		
		operations.	by work with ionising	institution's duties under		
		operations.	radiation (Regulation 7);	Regulation 10 of the Ionising		
			providing (Regulation 8) and	Radiations Regulations 1999		
			maintaining (Regulation 10)	(SI 1999/3232).		
			equipment to control	(***		
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas			
			(Regulation 19); assessing			
			doses of ionising radiation received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required			
			to be under medical			
			surveillance (Regulation 24); investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	maintenance of other		
WANAGEWENT	Radiation	staff, students and others to	under the lonising	equipment provided to		
		ionising radiation in the	Radiations Regulations 1999	control exposure to ionising		
		institution's premises or in	(SI 1999/3232) by: assessing			
		other places affected by its	the risks to health created	institution's duties under		
		operations.	by work with ionising	Regulation 10 of the Ionising		
			radiation (Regulation 7);	Radiations Regulations 1999		
			providing (Regulation 8) and	(SI 1999/3232).		
			maintaining (Regulation 10)			
			equipment to control			
			exposure to ionising			
			radiation; developing contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas (Regulation 19); assessing			
			doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required			
			to be under medical			
			surveillance (Regulation 24);			
			investigating (possible) overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of radioactive substances			
			(Regulation 30).			
	1	1	megalation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes (eg personal contact	Article 6 S.1 (b), necessary	
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	preparation of contingency	details).	for the performance of a	
	Radiation	staff, students and others to	under the lonising	plans to deal with radiation	actans).	contract to which the data	
	nadiation	ionising radiation in the	Radiations Regulations 1999	accidents, to fulfil the		subject is party or in order	
		institution's premises or in	(SI 1999/3232) by: assessing	institution's duties under		to take steps at the request	
		other places affected by its	the risks to health created	Regulation 12 of the Ionising		of the data subject prior to	
		operations.	by work with ionising	Radiations Regulations 1999		entering into a contract.	
			radiation (Regulation 7);	(SI 1999/3232).		8	
			providing (Regulation 8) and				
			maintaining (Regulation 10)				
			equipment to control				
			exposure to ionising				
			radiation; developing				
			contingency plans to deal				
			with radiation accidents				
			(Regulation 12); providing				
			information, instruction and				
			training for employees who				
			are exposed to ionising				
			radiation (Regulation 14);				
			maintaining equipment for				
			monitoring levels of ionising				
			radiation (Regulation 19);				
			monitoring of levels of				
			ionising radiation in				
			designated controlled areas (Regulation 19); assessing				
			doses of ionising radiation				
			received by 'classified				
			persons' which are likely to				
			be significant (Regulation				
			21); investigating the				
			exposure of 'classified				
			persons' to ionising				
			radiation (Regulation 22);				
			assessments of individual				
			doses of ionising radiation				
			received as a result of a				
			radiation accident				
			(Regulation 23); conducting				
			medical surveillance of				
			individual employees who				
			are exposed to ionising				
			radiation and are required				
			to be under medical surveillance (Regulation 24);				
			investigating (possible)				
			overexposure to ionising				
			radiation (Regulation 25);				
			testing to detect leakage				
			from articles containing or				
			embodying radioactive				
			substances (Regulation 27);				
			keeping records of the				
			quantity and location of				
			radioactive substances				
			(Regulation 28); conducting				
			investigations into (possible)				
			accidental release or theft of				
			radioactive substances				
			(Regulation 30).				

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a), consent.	Potentially.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	provision of information,		Article 6 S.1 (b), necessary		consent.
	Radiation	staff, students and others to	under the Ionising	instruction and training for		for the performance of a		Article 9, S.2 (b), necessary
		ionising radiation in the	Radiations Regulations 1999	employees who are exposed		contract to which the data		for the purposes of carrying
		institution's premises or in	(SI 1999/3232) by: assessing	to ionising radiation, to fulfil		subject is party or in order		out the obligations and
		other places affected by its	the risks to health created	the institution's duties		to take steps at the request		exercising specific rights of
		operations.	by work with ionising	under Regulation 14 of the		of the data subject prior to		the controller or of the data
			radiation (Regulation 7);	Ionising Radiations		entering into a contract.		subject in the field of
			providing (Regulation 8) and	Regulations 1999 (SI		Article 6 S.1 (c), necessary		employment and social
			maintaining (Regulation 10)	1999/3232).		for compliance with a legal		security and social
			equipment to control			obligation to which the		protection law.
			exposure to ionising			controller is subject.		Article 9, S.2 (h), necessary
			radiation; developing					for the purposes of
			contingency plans to deal					preventive or occupational
			with radiation accidents					medicine, for the
			(Regulation 12); providing					assessment of the working
			information, instruction and					capacity of the employee,
			training for employees who					medical diagnosis, the
			are exposed to ionising					provision of health or social
			radiation (Regulation 14);					care or treatment or the
			maintaining equipment for monitoring levels of ionising					management of health or social care systems and
			radiation (Regulation 19);					services on the basis of
			monitoring of levels of					Union or Member State law
			ionising radiation in					or pursuant to contract with
			designated controlled areas					a health professional.
			(Regulation 19); assessing					a ficular professional.
			doses of ionising radiation					
			received by 'classified					
			persons' which are likely to					
			be significant (Regulation					
			21); investigating the					
			exposure of 'classified					
			persons' to ionising					
			radiation (Regulation 22);					
			assessments of individual					
			doses of ionising radiation					
			received as a result of a					
			radiation accident					
			(Regulation 23); conducting					
			medical surveillance of					
			individual employees who					
			are exposed to ionising					
			radiation and are required					
			to be under medical					
			surveillance (Regulation 24);					
			investigating (possible) overexposure to ionising					
			radiation (Regulation 25);					
			testing to detect leakage					
			from articles containing or					
			embodying radioactive					
			substances (Regulation 27);					
			keeping records of the					
			quantity and location of					
			radioactive substances					
			(Regulation 28); conducting					
			investigations into (possible)					
			accidental release or theft of					
			radioactive substances					
			(Regulation 30).					

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	maintenance and testing of		
	Radiation	staff, students and others to	under the lonising	equipment for monitoring		
	ad.ad.o	ionising radiation in the	Radiations Regulations 1999	levels of ionising radiation,		
		institution's premises or in	(SI 1999/3232) by: assessing	to fulfil the institution's		
		other places affected by its	the risks to health created	duties under Regulation 19		
		operations.	by work with ionising	of the Ionising Radiations		
			radiation (Regulation 7);	Regulations 1999 (SI		
			providing (Regulation 8) and	1999/3232).		
			maintaining (Regulation 10)	,		
			equipment to control			
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas			
			(Regulation 19); assessing doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required			
			to be under medical surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting the		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	monitoring of levels of		
WANAGEWENT	Radiation	staff, students and others to	under the lonising	ionising radiation in		
	Nadiation	ionising radiation in the	Radiations Regulations 1999	designated controlled areas,		
		institution's premises or in	(SI 1999/3232) by: assessing			
		other places affected by its	the risks to health created	duties under Regulation 19		
		operations.	by work with ionising	of the Ionising Radiations		
		operations.	radiation (Regulation 7);	Regulations 1999 (SI		
			providing (Regulation 8) and			
			maintaining (Regulation 10)	1333, 3131,.		
			equipment to control			
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas			
			(Regulation 19); assessing			
			doses of ionising radiation received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required			
			to be under medical surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting	Yes.	Article 6 S.1 (a),	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	assessments of doses of		consent.Article 6 S.1 (b),		consent.Article 9, S.2 (b),
	Radiation	staff, students and others to	under the Ionising	ionising radiation received		necessary for the		necessary for the purposes
		ionising radiation in the	Radiations Regulations 1999	by 'classified persons' which		performance of a contract		of carrying out the
		institution's premises or in	(SI 1999/3232) by: assessing	are likely to be significant, to		to which the data subject is		obligations and exercising
		other places affected by its	the risks to health created	fulfil the institution's duties		party or in order to take		specific rights of the
		operations.	by work with ionising	under Regulation 21 of the		steps at the request of the		controller or of the data
			radiation (Regulation 7);	Ionising Radiations		data subject prior to		subject in the field of
			providing (Regulation 8) and	Regulations 1999 (SI		entering into a		employment and social
			maintaining (Regulation 10)	1999/3232).		contract.Article 6 S.1 (c),		security and social
			equipment to control			necessary for compliance		protection law.Article 9, S.2
			exposure to ionising			with a legal obligation to		(h), necessary for the
			radiation; developing			which the controller is		purposes of preventive or
			contingency plans to deal			subject.		occupational medicine, for
			with radiation accidents					the assessment of the
			(Regulation 12); providing					working capacity of the
			information, instruction and					employee, medical
			training for employees who					diagnosis, the provision of
			are exposed to ionising					health or social care or
			radiation (Regulation 14);					treatment or the
			maintaining equipment for					management of health or
			monitoring levels of ionising					social care systems and
			radiation (Regulation 19);					services on the basis of
			monitoring of levels of					Union or Member State law
			ionising radiation in					or pursuant to contract with
			designated controlled areas					a health professional.
			(Regulation 19); assessing					
			doses of ionising radiation					
			received by 'classified					
			persons' which are likely to be significant (Regulation					
			21); investigating the					
			exposure of 'classified					
			persons' to ionising					
			radiation (Regulation 22);					
			assessments of individual					
			doses of ionising radiation					
			received as a result of a					
			radiation accident					
			(Regulation 23); conducting					
			medical surveillance of					
			individual employees who					
			are exposed to ionising					
			radiation and are required					
			to be under medical					
			surveillance (Regulation 24);					
			investigating (possible)					
			overexposure to ionising					
			radiation (Regulation 25);					
			testing to detect leakage					
			from articles containing or					
			embodying radioactive					
			substances (Regulation 27);					
			keeping records of the					
			quantity and location of					
			radioactive substances					
			(Regulation 28); conducting					
			investigations into (possible)					
			accidental release or theft of					
			radioactive substances					
			(Regulation 30).					

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Summaries of dose records,		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	as required by Regulation 21		
IVIANAGEIVIENT	Radiation	staff, students and others to	under the Ionising	of the Ionising Radiations		
	Natiation	ionising radiation in the	Radiations Regulations 1999	Regulations 1999 (SI		
		institution's premises or in	(SI 1999/3232) by: assessing	1999/3232).		
		other places affected by its	the risks to health created	1999/3232).		
		operations.	by work with ionising			
		operations.	radiation (Regulation 7);			
			providing (Regulation 8) and			
			maintaining (Regulation 10)			
			equipment to control			
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas			
			(Regulation 19); assessing			
			doses of ionising radiation			
			received by 'classified			
			persons' which are likely to be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required			
			to be under medical			
			surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting	Yes.	Article 6 S.1 (a),	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	investigations into the		consent.Article 6 S.1 (b),		consent.Article 9, S.2 (b),
	Radiation	staff, students and others to	under the Ionising	exposure of 'classified		necessary for the		necessary for the purposes
		ionising radiation in the	Radiations Regulations 1999	persons' to ionising		performance of a contract		of carrying out the
		institution's premises or in	(SI 1999/3232) by: assessing	radiation, to fulfil the		to which the data subject is		obligations and exercising
		other places affected by its	the risks to health created	institution's duties under		party or in order to take		specific rights of the
		operations.	by work with ionising	Regulation 22 of the Ionising		steps at the request of the		controller or of the data
			radiation (Regulation 7);	Radiations Regulations 1999		data subject prior to		subject in the field of
			providing (Regulation 8) and	(SI 1999/3232).		entering into a		employment and social
			maintaining (Regulation 10)			contract.Article 6 S.1 (c),		security and social
			equipment to control			necessary for compliance		protection law.Article 9, S.2
			exposure to ionising			with a legal obligation to		(h), necessary for the
			radiation; developing			which the controller is		purposes of preventive or
			contingency plans to deal			subject.		occupational medicine, for
			with radiation accidents					the assessment of the
			(Regulation 12); providing					working capacity of the
			information, instruction and					employee, medical
			training for employees who					diagnosis, the provision of
			are exposed to ionising					health or social care or
			radiation (Regulation 14);					treatment or the
			maintaining equipment for					management of health or
			monitoring levels of ionising					social care systems and
			radiation (Regulation 19);					services on the basis of
			monitoring of levels of					Union or Member State law
			ionising radiation in					or pursuant to contract with
			designated controlled areas					a health professional.
			(Regulation 19); assessing					
			doses of ionising radiation					
			received by 'classified					
			persons' which are likely to					
			be significant (Regulation					
			21); investigating the exposure of 'classified					
			persons' to ionising					
			radiation (Regulation 22);					
			assessments of individual					
			doses of ionising radiation					
			received as a result of a					
			radiation accident					
			(Regulation 23); conducting					
			medical surveillance of					
			individual employees who					
			are exposed to ionising					
			radiation and are required					
			to be under medical					
			surveillance (Regulation 24);					
			investigating (possible)					
			overexposure to ionising					
			radiation (Regulation 25);					
			testing to detect leakage					
			from articles containing or					
			embodying radioactive					
			substances (Regulation 27);					
			keeping records of the					
			quantity and location of					
			radioactive substances					
			(Regulation 28); conducting					
			investigations into (possible)					
			accidental release or theft of					
			radioactive substances					
			(Regulation 30).					

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting	Yes.	Article 6 S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	assessments of individual		Article 6 S.1 (b), necessary		consent.
	Radiation	staff, students and others to	under the Ionising	doses of ionising radiation		for the performance of a		Article 9, S.2 (b), necessary
		ionising radiation in the	Radiations Regulations 1999	received as a result of a		contract to which the data		for the purposes of carrying
		institution's premises or in	(SI 1999/3232) by: assessing	radiation accident, to fulfil		subject is party or in order		out the obligations and
		other places affected by its	the risks to health created	the institution's duties		to take steps at the request		exercising specific rights of
		operations.	by work with ionising	under Regulation 23 of the		of the data subject prior to		the controller or of the data
			radiation (Regulation 7);	Ionising Radiations		entering into a contract.		subject in the field of
			providing (Regulation 8) and	Regulations 1999 (SI		Article 6 S.1 (c), necessary		employment and social
			maintaining (Regulation 10)	1999/3232).		for compliance with a legal		security and social
			equipment to control			obligation to which the		protection law.
			exposure to ionising			controller is subject.		Article 9, S.2 (h), necessary
			radiation; developing					for the purposes of
			contingency plans to deal					preventive or occupational
			with radiation accidents					medicine, for the
			(Regulation 12); providing					assessment of the working
			information, instruction and					capacity of the employee,
			training for employees who					medical diagnosis, the
			are exposed to ionising					provision of health or social
			radiation (Regulation 14);					care or treatment or the
			maintaining equipment for monitoring levels of ionising					management of health or
			_					social care systems and
			radiation (Regulation 19); monitoring of levels of					services on the basis of Union or Member State law
			ionising radiation in					or pursuant to contract with
			designated controlled areas					a health professional.
			(Regulation 19); assessing					a ficaltif professional.
			doses of ionising radiation					
			received by 'classified					
			persons' which are likely to					
			be significant (Regulation					
			21); investigating the					
			exposure of 'classified					
			persons' to ionising					
			radiation (Regulation 22);					
			assessments of individual					
			doses of ionising radiation					
			received as a result of a					
			radiation accident					
			(Regulation 23); conducting					
			medical surveillance of					
			individual employees who					
			are exposed to ionising radiation and are required					
			to be under medical					
			surveillance (Regulation 24);					
			investigating (possible)					
			overexposure to ionising					
			radiation (Regulation 25);					
			testing to detect leakage					
			from articles containing or					
			embodying radioactive					
			substances (Regulation 27);					
			keeping records of the					
			quantity and location of					
			radioactive substances					
			(Regulation 28); conducting					
			investigations into (possible)					
			accidental release or theft of					
			radioactive substances					
			(Regulation 30).					

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting	Yes.	Article 6 S.1 (a),	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	medical surveillance of		consent.Article 6 S.1 (b),		consent.Article 9, S.2 (b),
	Radiation	staff, students and others to	under the Ionising	individual employees who		necessary for the		necessary for the purposes
		ionising radiation in the	Radiations Regulations 1999	are exposed to ionising		performance of a contract		of carrying out the
		institution's premises or in	(SI 1999/3232) by: assessing	radiation and are required		to which the data subject is		obligations and exercising
		other places affected by its	the risks to health created	to be under medical		party or in order to take		specific rights of the
		operations.	by work with ionising	surveillance, to fulfil the		steps at the request of the		controller or of the data
			radiation (Regulation 7);	institution's duties under		data subject prior to		subject in the field of
			providing (Regulation 8) and	Regulation 24 of the Ionising		entering into a		employment and social
			maintaining (Regulation 10)	Radiations Regulations 1999		contract.Article 6 S.1 (c),		security and social
			equipment to control	(SI 1999/3232).		necessary for compliance		protection law.Article 9, S.2
			exposure to ionising			with a legal obligation to		(h), necessary for the
			radiation; developing			which the controller is		purposes of preventive or
			contingency plans to deal			subject.		occupational medicine, for
			with radiation accidents					the assessment of the
			(Regulation 12); providing					working capacity of the
			information, instruction and					employee, medical
			training for employees who					diagnosis, the provision of
			are exposed to ionising					health or social care or
			radiation (Regulation 14);					treatment or the
			maintaining equipment for monitoring levels of ionising					management of health or
			_					social care systems and
			radiation (Regulation 19); monitoring of levels of					services on the basis of Union or Member State law
			ionising radiation in					or pursuant to contract with
			designated controlled areas					a health professional.
			(Regulation 19); assessing					a fieatti professional.
			doses of ionising radiation					
			received by 'classified					
			persons' which are likely to					
			be significant (Regulation					
			21); investigating the					
			exposure of 'classified					
			persons' to ionising					
			radiation (Regulation 22);					
			assessments of individual					
			doses of ionising radiation					
			received as a result of a					
			radiation accident					
			(Regulation 23); conducting					
			medical surveillance of					
			individual employees who					
			are exposed to ionising radiation and are required					
			to be under medical					
			surveillance (Regulation 24);					
			investigating (possible)					
			overexposure to ionising					
			radiation (Regulation 25);					
			testing to detect leakage					
			from articles containing or					
			embodying radioactive					
			substances (Regulation 27);					
			keeping records of the					
			quantity and location of					
			radioactive substances					
			(Regulation 28); conducting					
			investigations into (possible)					
			accidental release or theft of					
			radioactive substances					
			(Regulation 30).					

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Reports of immediate		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	investigations into possible		
MANAGEMENT	Radiation	staff, students and others to	under the lonising	overexposure to ionising		
	adiation	ionising radiation in the	Radiations Regulations 1999	radiation, to fulfil the		
		institution's premises or in	(SI 1999/3232) by: assessing	institution's duties under		
		other places affected by its	the risks to health created	Regulation 25 of the Ionising		
		operations.	by work with ionising	Radiations Regulations 1999		
			radiation (Regulation 7);	(SI 1999/3232).		
			providing (Regulation 8) and			
			maintaining (Regulation 10)			
			equipment to control			
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of ionising radiation in			
			designated controlled areas			
			(Regulation 19); assessing			
			doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising radiation and are required			
			to be under medical			
			surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Reports of investigations		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	into occurrences of		
	Radiation	staff, students and others to	under the lonising	overexposure to ionising		
	ad.ad.o	ionising radiation in the	Radiations Regulations 1999	radiation, to fulfil the		
		institution's premises or in	(SI 1999/3232) by: assessing	institution's duties under		
		other places affected by its	the risks to health created	Regulation 25 of the Ionising		
		operations.	by work with ionising	Radiations Regulations 1999		
			radiation (Regulation 7);	(SI 1999/3232).		
			providing (Regulation 8) and			
			maintaining (Regulation 10)			
			equipment to control			
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas (Regulation 19); assessing			
			doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required to be under medical			
			surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting tests		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	to detect leakage from		
	Radiation	staff, students and others to	under the lonising	articles containing or		
	ad.ad.o	ionising radiation in the	Radiations Regulations 1999	embodying radioactive		
		institution's premises or in	(SI 1999/3232) by: assessing	substances, to fulfil the		
		other places affected by its	the risks to health created	institution's duties under		
		operations.	by work with ionising	Regulation 27 of the Ionising		
			radiation (Regulation 7);	Radiations Regulations 1999		
			providing (Regulation 8) and	(SI 1999/3232).		
			maintaining (Regulation 10)			
			equipment to control			
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in designated controlled areas			
			(Regulation 19); assessing			
			doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising radiation and are required			
			to be under medical			
			surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records of the quantity and		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	location of radioactive		
MANAGEMENT	Radiation	staff, students and others to	under the lonising	substances, to fulfil the		
	1.00.00.0	ionising radiation in the	Radiations Regulations 1999	institution's duties under		
		institution's premises or in	(SI 1999/3232) by: assessing	Regulation 28 of the Ionising		
		other places affected by its	the risks to health created	Radiations Regulations 1999		
		operations.	by work with ionising	(SI 1999/3232).		
			radiation (Regulation 7);			
			providing (Regulation 8) and			
			maintaining (Regulation 10)			
			equipment to control			
			exposure to ionising			
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas			
			(Regulation 19); assessing doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required to be under medical			
			surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

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HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	immediate investigations		
	Radiation	staff, students and others to	under the Ionising	into possible accidental		
		ionising radiation in the	Radiations Regulations 1999	release or theft of		
		institution's premises or in	(SI 1999/3232) by: assessing	radioactive substances,		
		other places affected by its	the risks to health created	where no release or theft		
		operations.	by work with ionising	was found to have occurred,		
			radiation (Regulation 7);	to fulfil the institution's		
			providing (Regulation 8) and	duties under Regulation 30		
			maintaining (Regulation 10)	of the Ionising Radiations		
			equipment to control	Regulations 1999 (SI		
			exposure to ionising	1999/3232).		
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas			
			(Regulation 19); assessing			
			doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required			
			to be under medical			
			surveillance (Regulation 24);			
			investigating (possible)			
			overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

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HEALTH & SAFETY	Health & Safety Hazard	The activities involved in	Activities include fulfilling	Records documenting		
MANAGEMENT	Exposure Control - Ionising	controlling the exposure of	the institution's duties	immediate investigations		
	Radiation	staff, students and others to	under the Ionising	into possible accidental		
		ionising radiation in the	Radiations Regulations 1999	release or theft of		
		institution's premises or in	(SI 1999/3232) by: assessing	radioactive substances,		
		other places affected by its	the risks to health created	where accidental release or		
		operations.	by work with ionising	theft was found to have		
			radiation (Regulation 7);	occurred, to fulfil the		
			providing (Regulation 8) and	institution's duties under		
			maintaining (Regulation 10)	Regulation 30 of the Ionising		
			equipment to control	Radiations Regulations 1999		
			exposure to ionising	(SI 1999/3232).		
			radiation; developing			
			contingency plans to deal			
			with radiation accidents			
			(Regulation 12); providing			
			information, instruction and			
			training for employees who			
			are exposed to ionising			
			radiation (Regulation 14);			
			maintaining equipment for			
			monitoring levels of ionising			
			radiation (Regulation 19);			
			monitoring of levels of			
			ionising radiation in			
			designated controlled areas			
			(Regulation 19); assessing			
			doses of ionising radiation			
			received by 'classified			
			persons' which are likely to			
			be significant (Regulation			
			21); investigating the			
			exposure of 'classified			
			persons' to ionising			
			radiation (Regulation 22);			
			assessments of individual			
			doses of ionising radiation			
			received as a result of a			
			radiation accident			
			(Regulation 23); conducting			
			medical surveillance of			
			individual employees who			
			are exposed to ionising			
			radiation and are required			
			to be under medical surveillance (Regulation 24);			
			investigating (possible) overexposure to ionising			
			radiation (Regulation 25);			
			testing to detect leakage			
			from articles containing or			
			embodying radioactive			
			substances (Regulation 27);			
			keeping records of the			
			quantity and location of			
			radioactive substances			
			(Regulation 28); conducting			
			investigations into (possible)			
			accidental release or theft of			
			radioactive substances			
			(Regulation 30).			

HEALTH O CAFETY	Hoolth & Cofety Incident	The estivities involved in	A ativitie a implicate fulfilling	December of injuries	Ves	Article C C 1 /a\	Voc	Article O. C.2 /c\li-it
HEALTH & SAFETY MANAGEMENT	Health & Safety Incident	The activities involved in	Activities include fulfilling the institution's duties	Records of injuries,	Yes.	Article 6 S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Recording, Reporting &	recording and investigating		dangerous occurrences and outbreaks of notifiable		Article 6 S.1 (b), necessary for the performance of a		consent.
	Investigation	accidents, dangerous occurrences and outbreaks	under the Reporting of Injuries, Diseases and	diseases on the institution's		contract to which the data		Article 9, S.2 (b), necessary for the purposes of carrying
		of disease on the	1					
			Dangerous Occurrences	premises, to fulfil the institution's duties under		subject is party or in order		out the obligations and
		institution's premises, and in	Regulations 1995 (SI	Regulation 7 of the		to take steps at the request		exercising specific rights of
		reporting reportable	1995/3163) by recording the	_		of the data subject prior to		the controller or of the data
		incidents to the enforcing authorities.	details of injuries, dangerous occurrences and outbreaks	Reporting of Injuries,		entering into a contract. Article 6 S.1 (c), necessary		subject in the field of
		authorities.	of notifiable diseases	Diseases and Dangerous Occurrences Regulations		for compliance with a legal		employment and social security and social
			(Regulation 7).	1995 (SI 1995/3163).		obligation to which the		protection law.
			(Regulation 7).	1993 (31 1993/3103).		controller is subject.		Article 9, S.2 (h), necessary
						Controller is subject.		for the purposes of
								preventive or occupational
								medicine, for the
								assessment of the working
								capacity of the employee,
								medical diagnosis, the
								provision of health or social
								care or treatment or the
								management of health or
								social care systems and
								services on the basis of
								Union or Member State law
								or pursuant to contract with
								a health professional.
HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include fulfilling	Records documenting the	Yes.	Article 6 S.1 (a), consent.	Yes.	Article 9, S.2 (a), explicit
MANAGEMENT	Recording, Reporting &	recording and investigating	the institution's duties	_				
		I recording and investigating	the motitution of duties	investigation of accidents,		Article 6 S.1 (b), necessary		consent.
İ	Investigation	accidents, dangerous	under the Reporting of	dangerous occurrences and		Article 6 S.1 (b), necessary for the performance of a		consent. Article 9, S.2 (b), necessary
				,		for the performance of a contract to which the data		
		accidents, dangerous	under the Reporting of	dangerous occurrences and		for the performance of a		Article 9, S.2 (b), necessary
		accidents, dangerous occurrences and outbreaks	under the Reporting of Injuries, Diseases and	dangerous occurrences and outbreaks of notifiable		for the performance of a contract to which the data		Article 9, S.2 (b), necessary for the purposes of carrying
		accidents, dangerous occurrences and outbreaks of disease on the	under the Reporting of Injuries, Diseases and Dangerous Occurrences	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee,
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law
		accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing	under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases	dangerous occurrences and outbreaks of notifiable diseases on the institution's		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the		Article 9, S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law. Article 9, S.2 (h), necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of

HEALTH & SAFETY MANAGEMENT	Health & Safety Incident Recording, Reporting & Investigation	The activities involved in recording and investigating accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing authorities.	Activities include fulfilling the institution's duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases (Regulation 7).	Records documenting the notification and reporting (to the relevant enforcing authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.		
HEALTH & SAFETY MANAGEMENT	Health & Safety Incident Management	The activities involved in planning for the handling of health and safety incidents (including fires) on the institution's premises, and in responding to incidents which occur.	Activities include: conducting safety risk assessments; assessing requirements for the nomination/appointment of specially-trained staff to assist in implementing safety measures; nominating staff to be trained to assist in implementing safety measures, and providing training; assessing requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test procedures for evacuating premises in the event of an emergency.	Records documenting the conduct, review and revision of fire safety risk assessments to fulfil the institution's duties under Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541) or Section 53 and/or Section 54 of the Fire (Scotland) Act 2005 (asp 5).		

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HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include:	Records documenting the	Yes.	Article 6 S.1 (a), consent.	
MANAGEMENT	Management	planning for the handling of	conducting safety risk	provision of role-specific		Article 6 S.1 (b), necessary	
		health and safety incidents	assessments; assessing	training for 'competent		for the performance of a	
		(including fires) on the	requirements for the	persons' to implement fire-		contract to which the data	
		institution's premises, and in	nomination/appointment of	fighting measures in the		subject is party or in order	
		responding to incidents	specially-trained staff to	institution's premises to		to take steps at the request	
		which occur.	assist in implementing	fulfil the institution's duties		of the data subject prior to	
			safety measures;	under Article 13 of the		entering into a contract.	
			nominating staff to be	Regulatory Reform (Fire		Article 6 S.1 (c), necessary	
			trained to assist in	Safety) Order 2005 (SI		for compliance with a legal	
			implementing safety	2005/1541).		obligation to which the	
			measures, and providing			controller is subject.	
			training; assessing				
			requirements for fire				
			detection, fire-fighting and				
			other emergency response				
			equipment; maintaining				
			such equipment for the use				
			of specially-trained staff or				
			fire-fighters; making				
			arrangements with external				
			emergency services for the				
			provision of first-aid,				
			emergency medical				
			assistance, fire-fighting and				
			rescue services; conducting				
			evacuation drills to test				
			procedures for evacuating				
			premises in the event of an				
			emergency.				
HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include:	Records documenting the			
MANAGEMENT	Management	planning for the handling of	conducting safety risk	conduct, review and revision			
		health and safety incidents	assessments; assessing	of assessments of			
		(including fires) on the	requirements for the	requirements for fire-			
		institution's premises, and in	nomination/appointment of	fighting equipment and for			
		responding to incidents	specially-trained staff to	fire detectors and alarms to			
		which occur.	assist in implementing	fulfil the institution's duties			
			safety measures;	under Article 13 of the			
			nominating staff to be	Regulatory Reform (Fire			
			trained to assist in	Safety) Order 2005 (SI			
			implementing safety	2005/1541).			
			measures, and providing				
			training; assessing				
			requirements for fire				
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			such equipment for the use of specially-trained staff or fire-fighters; making				
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			such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting				
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			such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test procedures for evacuating				
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HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include:	Records documenting the			
MANAGEMENT	Management	planning for the handling of	conducting safety risk	maintenance of premises,			
		health and safety incidents	assessments; assessing	facilities and equipment to			
		(including fires) on the	requirements for the	fulfil the institution's duties			
		institution's premises, and in	nomination/appointment of	under Article 17 of the			
		responding to incidents	specially-trained staff to	Regulatory Reform (Fire			
		which occur.	assist in implementing	Safety) Order 2005 (SI			
			safety measures;	2005/1541).			
			nominating staff to be				
			trained to assist in				
			implementing safety				
			measures, and providing				
			training; assessing				
			requirements for fire				
			detection, fire-fighting and				
			other emergency response				
			equipment; maintaining				
			such equipment for the use				
			of specially-trained staff or				
			fire-fighters; making				
			arrangements with external				
			emergency services for the				
			provision of first-aid,				
			emergency medical				
			assistance, fire-fighting and				
			rescue services; conducting				
			evacuation drills to test				
			procedures for evacuating				
			premises in the event of an				
			emergency.				
HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include:	Records documenting the	Yes.	Article 6 S.1 (a), consent.	
MANAGEMENT	Management	planning for the handling of	conducting safety risk	appointment of 'competent		Article 6 S.1 (b), necessary	
		health and safety incidents	assessments; assessing	persons' to assist in		for the performance of a	
		(including fires) on the	requirements for the	implementing fire safety		contract to which the data	
		institution's premises, and in	nomination/appointment of	measures to fulfil the		subject is party or in order	
		responding to incidents	specially-trained staff to	institution's duties under		to take steps at the request	
		which occur.	assist in implementing	Article 18 of the Regulatory		of the data subject prior to	
			safety measures;	Reform (Fire Safety) Order		entering into a contract.	
			nominating staff to be	2005 (SI 2005/1541).		Article 6 S.1 (c), necessary	
			trained to assist in			for compliance with a legal	
			implementing safety			obligation to which the	
			measures, and providing			controller is subject.	
			training; assessing				
			requirements for fire				
			detection, fire-fighting and				
			other emergency response				
			equipment; maintaining				
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			of specially-trained staff or				
			fire-fighters; making				
			arrangements with external				
			emergency services for the				
			provision of first-aid,				
			emergency medical				
			assistance, fire-fighting and				
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HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include:	Records documenting the			
MANAGEMENT	Management	planning for the handling of	conducting safety risk	maintenance of premises,			
		health and safety incidents	assessments; assessing	facilities and equipment			
		(including fires) on the	requirements for the	provided for the use by, or			
		institution's premises, and in	nomination/appointment of	the protection of, fire-			
		responding to incidents	specially-trained staff to	fighters to fulfil the			
		which occur.	assist in implementing	institution's duties under			
			safety measures;	Article 38 of the Regulatory			
			nominating staff to be	Reform (Fire Safety) Order			
			trained to assist in	2005 (SI 2005/1541).			
			implementing safety	2003 (5) 2003/ 13 11/.			
			measures, and providing				
			training; assessing				
			requirements for fire				
			detection, fire-fighting and				
			other emergency response				
			equipment; maintaining				
			such equipment for the use				
			of specially-trained staff or				
			fire-fighters; making				
			arrangements with external				
			emergency services for the				
			provision of first-aid,				
			emergency medical				
			assistance, fire-fighting and				
			rescue services; conducting				
			evacuation drills to test				
			procedures for evacuating				
			premises in the event of an				
			emergency.				
HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include:	Records documenting the	Yes.	Article 6 S.1 (a),	
MANAGEMENT	Management	planning for the handling of	conducting safety risk	provision of fire safety	103.	consent.Article 6 S.1 (b),	
W. H. O. LOZIMETO	Wanagement	health and safety incidents	assessments; assessing	training to employees to		necessary for the	
		(including fires) on the	requirements for the	fulfil the institution's duties		performance of a contract	
		institution's premises, and in	nomination/appointment of	under Article 21 of the		to which the data subject is	
		responding to incidents	specially-trained staff to	Regulatory Reform (Fire		party or in order to take	
		which occur.	assist in implementing	Safety) Order 2005 (SI		steps at the request of the	
		Willen occur.	safety measures;	2005/1541).			
				2003/1341).		data subject prior to	
			nominating staff to be			entering into a	
			trained to assist in			contract.Article 6 S.1 (c),	
			implementing safety			necessary for compliance	
			measures, and providing			with a legal obligation to	
						1 1 1 1	
			training; assessing			which the controller is	
			requirements for fire			which the controller is subject.	
			requirements for fire detection, fire-fighting and				
			requirements for fire detection, fire-fighting and other emergency response				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid,				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical				
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			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test				

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procedures for evacuating premises in the event of an	WANAGEWENT	Management	health and safety incidents (including fires) on the institution's premises, and in responding to incidents	assessments; assessing requirements for the nomination/appointment of specially-trained staff to assist in implementing safety measures; nominating staff to be trained to assist in implementing safety measures, and providing training; assessing requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and	provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI		Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the	
premises in the event of an	WANAGEWENT	Management	health and safety incidents (including fires) on the institution's premises, and in responding to incidents	assessments; assessing requirements for the nomination/appointment of specially-trained staff to assist in implementing safety measures; nominating staff to be trained to assist in implementing safety measures, and providing training; assessing requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting	provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI		Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the	
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	WANAGEWENT	Management	health and safety incidents (including fires) on the institution's premises, and in responding to incidents	assessments; assessing requirements for the nomination/appointment of specially-trained staff to assist in implementing safety measures; nominating staff to be trained to assist in implementing safety measures, and providing training; assessing requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test	provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI		Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the	
cincigciny.	WANAGEWENT	Management	health and safety incidents (including fires) on the institution's premises, and in responding to incidents	assessments; assessing requirements for the nomination/appointment of specially-trained staff to assist in implementing safety measures; nominating staff to be trained to assist in implementing safety measures, and providing training; assessing requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test procedures for evacuating	provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI		Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the	

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HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include:	Records documenting the	Yes.	Article 6 S.1 (a), consent.	
MANAGEMENT	Management	planning for the handling of	conducting safety risk	provision of information		Article 6 S.1 (b), necessary	
		health and safety incidents	assessments; assessing	about first aid arrangements		for the performance of a	
		(including fires) on the	requirements for the	to employees, to fulfil the		contract to which the data	
		institution's premises, and in	nomination/appointment of	institution's duties under		subject is party or in order	
		responding to incidents	specially-trained staff to	Regulation 4 of the Health		to take steps at the request	
		which occur.	assist in implementing	and Safety (First Aid)		of the data subject prior to	
			safety measures;	Regulations 1981 (SI		entering into a contract.	
			nominating staff to be	1981/917).		Article 6 S.1 (c), necessary	
			trained to assist in			for compliance with a legal	
			implementing safety			obligation to which the	
			measures, and providing			controller is subject.	
			training; assessing				
			requirements for fire				
			detection, fire-fighting and				
			other emergency response				
			equipment; maintaining				
			such equipment for the use				
			of specially-trained staff or				
			fire-fighters; making				
			arrangements with external				
			emergency services for the				
			provision of first-aid,				
			emergency medical				
			assistance, fire-fighting and				
			rescue services; conducting				
			evacuation drills to test				
			procedures for evacuating				
			premises in the event of an				
			emergency.				
HEALTH & SAFETY	Health & Safety Incident	The activities involved in	Activities include:	Records documenting the			
MANAGEMENT	Management	planning for the handling of	conducting safety risk	conduct, review and revision			
		health and safety incidents	assessments; assessing	of assessments of			
		(including fires) on the	requirements for the	requirements for first aid			
		institution's premises, and in	nomination/appointment of	facilities, equipment and			
		responding to incidents	specially-trained staff to	trained personnel to fulfil			
		which occur.	assist in implementing	the institution's duties			
			safety measures;	under Regulation 3 of the			
			nominating staff to be	Health and Safety (First Aid)			
			trained to assist in	Regulations 1981 (SI			
			implementing safety	1981/917).			
			measures, and providing				
			training; assessing				
1							
			requirements for fire				
			requirements for fire detection, fire-fighting and				
			requirements for fire detection, fire-fighting and other emergency response				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid,				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test procedures for evacuating				
			requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test				

ENVIRONMENTAL MANAGEMENT		The function of managing the impact of the institution and its business on the environment, and of ensuring compliance with legislation on environmental matters.				
ENVIRONMENTAL MANAGEMENT	Environmental Strategy Development	The activities involved in developing and establishing the institution's environmental strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's environmental management strategy: key records.		

ENVIRONMENTAL	Environmental Strategy	The activities involved in	Activities include: identifying	Records documenting the	 	
MANAGEMENT				_		
IVIANAGEIVIENT	Development	developing and establishing	requirements for	development and		
		the institution's	new/revised strategy;	establishment of the		
		environmental strategy.	undertaking research;	institution's environmental		
			developing strategy	management strategy:		
			proposals; consulting on	working papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
ENVIRONMENTAL	Environmental Management	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		environmental matters.	undertaking research;	institution's environmental		
			developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
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ENVIRONMENTAL	Environmental Management	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		environmental matters.	undertaking research;	institution's environmental		
			developing policy proposals;	management policies:		
			consulting on policy	working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
ENVIRONMENTAL	Environmental Management	The activities involved in	Activities include: identifying	Pagarda dagumantina the		
	Environmental Management			Records documenting the		
MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	development of the		
		procedures for the	procedure; undertaking	institution's procedures		
		management of	research; analysing work	relating to environmental		
		environmental matters.	processes; drafting	management.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
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ENVIRONMENTAL	Environmental Management	The activities involved in	Activities include: identifying	Master copies of procedures		
MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	relating to environmental		
	·	procedures for the	procedure; undertaking	management.		
		management of	research; analysing work			
		environmental matters.	processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
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ENVIRONMENTAL MANAGEMENT	Environmental Audit	The activities involved in conducting environmental audits of the institution's activities and operations.	Activities include: planning audits; conducting audits; writing and delivering audit reports; reviewing and responding to audit reports.	Records documenting the conduct and results of environmental audits, and action taken to address issues raised.		
ENVIRONMENTAL MANAGEMENT	Environmental Hazard Identification & Risk Assessment	The activities involved in identifying environmental risks affecting the institution's premises or operations, conducting risk assessments to establish the likelihood and consequences of those risks and implementing appropriate measures to eliminate the risks or to mitigate their consequences.		Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.		
ENVIRONMENTAL MANAGEMENT	Environmental Management Scheme Accreditation Management	The activities involved in obtaining and maintaining accreditation under established environmental management schemes (e.g. EMAS).	Activities include: applying for accreditation; liaising with accreditation bodies; facilitating inspections/audits by accrediting bodies.	Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.		

ENVIRONMENTAL MANAGEMENT	Environmental Awareness Promotion	The activities involved in raising awareness of environmental issues among the institution's staff and students, to improve the institution's overall environmental performance.	Activities include: designing and implementing campaigns to raise staff and student awareness of environmental issues.	Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.			
ENVIRONMENTAL MANAGEMENT	Environmental Incident Recording, Reporting & Investigation	The activities involved in recording and investigating environmental incidents on the institution's premises or caused by its operations, and in reporting reportable incidents to the enforcing authorities.		Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
ENVIRONMENTAL MANAGEMENT	Environmental Incident Recording, Reporting & Investigation	The activities involved in recording and investigating environmental incidents on the institution's premises or caused by its operations, and in reporting reportable incidents to the enforcing authorities.		Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	Yes.	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	

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ENVIRONMENTAL	Environmental Incident	The activities involved in		Records documenting the		
MANAGEMENT	Recording, Reporting &	recording and investigating		notification and reporting of		
	Investigation	environmental incidents on		reportable environmental		
	investigation					
		the institution's premises or		incidents to enforcing		
		caused by its operations,		authorities.		
		and in reporting reportable				
		incidents to the enforcing				
		authorities.				
ENVIRONMENTAL	Energy Management	The activities involved in	Activities include:	Records documenting		
MANAGEMENT		monitoring and controlling	conducting energy audits.	routine monitoring of the		
		the institution's use and		institution's use and		
		consumption of energy.		consumption of energy.		
ENVIRONMENTAL	Energy Management	The activities involved in	Activities include:	Records documenting the		
MANAGEMENT		monitoring and controlling	conducting energy audits.	conduct and results of		
WANAGEWENT			conducting energy addits.			
		the institution's use and		formal reviews of the		
		consumption of energy.		institution's use and		
				consumption of energy, and		
				action taken to address		
				issues raised.		
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ENVIRONMENTAL MANAGEMENT	Waste Management	The activities involved in collecting, classifying, storing, and disposing of the institution's waste.	Activities include: conducting waste audits.	Register of 'special waste' removed from the premises for disposal by registered/licensed contractors, as required by Regulation 15 of the Special Waste Regulations 1996 (SI 1996/972).		
ENVIRONMENTAL MANAGEMENT	Waste Management	The activities involved in collecting, classifying, storing, and disposing of the institution's waste.	Activities include: conducting waste audits.	Records documenting hazardous waste to be disposed of, as required by Regulation 49 of the Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/894).		
ESTATE MANAGEMENT		The function of managing the institution's estate.				

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ESTATE MANAGEMENT	Estate Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's estate	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's estate strategy:		
			developing strategy	key records.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
ESTATE MANAGEMENT	Fatata Chuata au	The activities involved in	reviewing strategy.	December de como antico e the c		
ESTATE MANAGEMENT	Estate Strategy		Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's estate	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's estate strategy:		
			developing strategy	working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
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			documents; disseminating			
			strategy documents; reviewing strategy.			

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ESTATE MANAGEMENT	Estate Management Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's estate		
		estate.	developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
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			policy documents; reviewing			
507.475.444.4.053.454.7	5	- 1 1 1.	policy.			
ESTATE MANAGEMENT	Estate Management Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's estate		
		estate.	developing policy proposals;	management policies:		
			consulting on policy	working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
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			approving policy			
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			policy.			

ESTATE MANAGEMENT	Estate Management Procedure Development	The activities involved in developing and establishing the institution's procedures for the management of its estate.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to estate management.			
ESTATE MANAGEMENT	Estate Management Procedure Development	The activities involved in developing and establishing the institution's procedures for the management of its estate.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to estate management.			
ESTATE MANAGEMENT	Property Acquisition	The activities involved in acquiring ownership or use of land or buildings through purchase, transfer, donation, lease or rental.		Records documenting the acquisition of ownership of properties.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (I) - To accept the transfer to the University of any property of whatever description and to	

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ESTATE MANAGEMENT	Property Acquisition	The activities involved in acquiring ownership or use of land or buildings through purchase, transfer, donation, lease or rental.		Records documenting the negotiation of leases and original lease agreements.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (I) - To accept the transfer to the University of any property of whatever description and to enter into any agreement with respect thereto.]	
ESTATE MANAGEMENT	Property Development	The activities involved in developing newly-acquired land and buildings and in redeveloping existing land and buildings.	Activities include: undertaking feasibility studies; conducting consultations; developing specifications; preparing building plans; obtaining planning consents; obtaining permits for specific types of work; undertaking development works; inspecting completed works and arranging external inspections to obtain necessary certifications.	Records documenting the development of properties.		The respect thereto.	

ESTATE MANAGEMENT	Property Development	The activities involved in developing newly-acquired land and buildings and in redeveloping existing land and buildings.	Activities include: undertaking feasibility studies; conducting consultations; developing specifications; preparing building plans; obtaining planning consents; obtaining permits for specific types of work; undertaking development works; inspecting completed works and arranging external inspections to obtain necessary certifications.	Health and Safety File for a structure, as required by Regulation 14(d) of the Construction (Design and Management) Regulations 1994 (SI 1994/3140)			
ESTATE MANAGEMENT	Property Development	The activities involved in developing newly-acquired land and buildings and in redeveloping existing land and buildings.	Activities include: undertaking feasibility studies; conducting consultations; developing specifications; preparing building plans; obtaining planning consents; obtaining permits for specific types of work; undertaking development works; inspecting completed works and arranging external inspections to obtain necessary certifications.	Records documenting applications for planning consents required to (re)develop property and consents granted.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (I) - To accept the transfer to the University of any property of whatever description and to enter into any agreement with respect thereto.]	
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.	Records documenting routine inspections of property.			

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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.	Records documenting major maintenance works on property.		
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.	Records documenting minor maintenance works on property.		
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.	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises, as required by Regulation 4(3) of the Control of Asbestos Regulations 2006 (SI 2006/2739).		

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.	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.			
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.	Records documenting the disposal of properties by sale, transfer or donation.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (I) - To accept the transfer to the University of any property of whatever description and to enter into any agreement with respect thereto.]	
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.	Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.Article 6 S.1 (d), necessary in order to protect the vital interests of the data subject or another natural person.Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	

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.	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (d), necessary in order to protect the vital interests of the data subject or another natural person. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	
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.	Records of security passes issued to visitors	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (d), necessary in order to protect the vital interests of the data subject or another natural person. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	
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.	Records of security passes issued to employees, other staff and students.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (d), necessary in order to protect the vital interests of the data subject or another natural person. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	

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.	Records documenting the conduct of routine security surveillance of properties.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (d), necessary in order to protect the vital interests of the data subject or another natural person. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	
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.	Records documenting security breaches or incidents, and action taken.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (d), necessary in order to protect the vital interests of the data subject or another natural person. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	
ESTATE MANAGEMENT	Property Leasing-out	The activities involved in leasing land and buildings to third parties.		Records documenting leasing-out arrangements for properties.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (I) - To accept the transfer to the University of any property of whatever description and to enter into any agreement with respect thereto.	

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.	Records documenting the conduct and outcomes of space audits.		
FACILITIES MANAGEMENT		The function of managing the institution's facilities.				
FACILITIES MANAGEMENT	Facilities Strategy Development	The activities involved in developing and establishing the institution's facilities strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating	Records documenting the development and establishment of the institution's facilities strategy: key records.		

			strategy documents; reviewing strategy.			
FACILITIES MANAGEMENT	Facilities Strategy Development	The activities involved in developing and establishing the institution's facilities strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's facilities strategy: working papers.		

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FACILITIES MANAGEMENT	Facilities Management	The activities involved in	Activities include: identifying	Records documenting the			
	Policy Development	developing and establishing	requirements for	development and			
		the institution's policies on	new/revised policy;	establishment of the			
		the management of its	undertaking research;	institution's facilities			
		facilities.	developing policy proposals;	management policies: key			
			consulting on policy	records.			
			proposals; reviewing and				
			revising policy proposals in				
			the light of comments				
			received; drafting policy				
			documents; consulting on				
			policy documents; reviewing				
			draft policy documents in				
			the light of comments				
			received; producing final				
			policy documents;				
			submitting final policy				
			documents for formal				
			approval; formally				
			approving policy				
			documents; disseminating				
			policy documents; reviewing				
			policy.				
FACILITIES MANAGEMENT	Facilities Management	The activities involved in	Activities include: identifying	Records documenting the			
	Policy Development	developing and establishing	requirements for	development and			
		the institution's policies on	new/revised policy;	establishment of the			
			undertaking research;	in attance and for allies and			
		the management of its		institution's facilities			
		facilities.	developing policy proposals;	management policies:			
			developing policy proposals; consulting on policy				
			developing policy proposals; consulting on policy proposals; reviewing and	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy	management policies:			
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally	management policies:			

FACILITIES MANAGEMENT	Facilities Management Procedure Development	The activities involved in developing and establishing the institution's procedures for the management of its facilities.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of	Records documenting the development of the institution's procedures relating to facilities management.		
			trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.			
FACILITIES MANAGEMENT	Facilities Management Procedure Development	The activities involved in developing and establishing the institution's procedures for the management of its facilities.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to facilities management.		
FACILITIES MANAGEMENT	Facilities Development	The activities involved in developing new facilities and re-developing existing facilities.	Activities include: specifying requirements; preparing design schemes; obtaining permits for specific types of work; inspecting completed works and arranging external inspections to obtain necessary certifications. For indoor facilities, activities include: decorating; installing fixtures, fittings and furnishings. For outdoor facilities, activities include: groundwork; gardening; installing fixtures, fittings and furniture.	Records documenting the specification of requirements for facilities.		

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FACILITIES MANAGEMENT	Facilities Development	The activities involved in	Activities include: specifying	Records documenting the		
		developing new facilities	requirements; preparing	development of interior		
		and re-developing existing	design schemes; obtaining	design and fit-out schemes.		
		facilities.	permits for specific types of	accign and ne cat concincos		
		lacilities.				
			work; inspecting completed			
			works and arranging			
			external inspections to			
			obtain necessary			
			certifications.			
			certifications.			
			For indoor facilities,			
			activities include:			
			decorating; installing			
			fixtures, fittings and			
			furnishings.			
			14			
			Fau and and facilities			
			For outdoor facilities,			
			activities include:			
			groundwork; gardening;			
			installing fixtures, fittings			
			and furniture.			
FACILITIES MANAGEMENT	Facilities Development	The activities involved in	Activities include: specifying	Records documenting the		
I ACIEITES WANAGEWENT	Tacilities Developilient	developing new facilities		carrying out of interior		
			requirements; preparing			
		and re-developing existing	design schemes; obtaining	decoration and fitting-out		
		facilities.	permits for specific types of	works.		
			work; inspecting completed			
			works and arranging			
			external inspections to			
			obtain necessary			
			certifications.			
			For indoor facilities,			
			activities include:			
			decorating; installing			
			fixtures, fittings and			
			furnishings.			
			Turnishings.			
			For outdoor facilities,			
			activities include:			
			groundwork; gardening;			
			installing fixtures, fittings			
			and furniture.			
FACILITIES MANAGEMENT	Facilities Maintenance	The activities involved in	Activities include:	Records documenting		
TACILITIES WANAGEWENT	i dellicies manitellance	maintaining facilities.	conducting inspections;	routine inspections of		
		mamianing facilities.				
			establishing and	facilities.		
			implementing planned			
			maintenance programmes;			
			carrying out reactive			
			maintenance.			
		•	i e e e e e e e e e e e e e e e e e e e	i e e e e e e e e e e e e e e e e e e e		

FACILITIES MANAGEMENT	Facilities Maintenance	The activities involved in maintaining facilities.	Activities include: conducting inspections; establishing and implementing planned maintenance programmes; carrying out reactive maintenance.	Records documenting the carrying out of major maintenance works within facilities.			
FACILITIES MANAGEMENT	Facilities Maintenance	The activities involved in maintaining facilities.	Activities include: conducting inspections; establishing and implementing planned maintenance programmes; carrying out reactive maintenance.	Records documenting the carrying out of minor maintenance works within facilities.			
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,	Records documenting the conduct and outcomes of security inspections of facilities.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (d), necessary in	
			patrol and CCTV surveillance) to prevent and detect unauthorised access; responding to, and investigating, security breaches or incidents.			order to protect the vital interests of the data subject or another natural person. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	

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.	Records documenting the conduct of routine surveillance of facilities.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (d), necessary in order to protect the vital interests of the data subject or another natural person. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	
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.	Records documenting occurrences of unauthorised access to facilities, and action taken.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (d), necessary in order to protect the vital interests of the data subject or another natural person. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest.	
FACILITIES MANAGEMENT	Facilities Compliance Management	The activities involved in complying with legislative requirements relating to the management of specific types of facilities.	Activities include: enabling inspections by enforcing authorities; ensuring the proper maintenance of required licensing or certification.	Records documenting the conduct and outcomes of inspections of facilities by enforcing authorities.			

FACILITIES MANAGEMENT	Facilities Compliance Management	The activities involved in complying with legislative requirements relating to the management of specific types of facilities.	Activities include: enabling inspections by enforcing authorities; ensuring the proper maintenance of required licensing or certification.	Original licences and certificates		
FINANCE MANAGEMENT		The function of managing the institution's financial resources.				
FINANCE MANAGEMENT	Finance Strategy Development	The activities involved in developing and establishing the institution's finance strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; consulting on strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's finance strategy: key records.		

FINANCE MANAGEMENT	Finance Strategy	The activities involved in	Activities include: identifying	Records documenting the		
I IIVAINCE IVIAINAGEIVIEIVI	Development	developing and establishing	requirements for	development and		
	Development	the institution's finance	new/revised strategy;	establishment of the		
				institution's finance		
		strategy.	undertaking research;			
			developing strategy	strategy: working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
FINANCE MANAGEMENT	Finance Management Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's finance		
		financial resources.	developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			

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FINANCE MANAGEMENT	Finance Management Policy Development	The activities involved in developing and establishing the institution's policies on the management of its financial resources.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	Records documenting the development and establishment of the institution's finance management policies: working papers.		
FINANCE MANAGEMENT	Finance Management Procedure Development	The activities involved in developing the institution's procedures for the management of its financial resources.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to finance management.		
FINANCE MANAGEMENT	Finance Management Procedure Development	The activities involved in developing the institution's procedures for the management of its financial resources.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to finance management.		

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.	Records documenting the issue of sales invoices and the processing of incoming payments.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the receipt and payment of purchase invoices.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the payment and/or reimbursement of employees' expenses.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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.	Records documenting the payment of honoraria to third parties.* *Unless honoraria are administered through the payroll.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the payment of expenses to third parties (e.g. honorary appointees).	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the handling of petty cash.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

FINANCE MANAGEMENT	Financial Accounting	The activities involved in	Activities include:	Records documenting the	Potentially	Article 6 S.1 (b), necessary	
		processing, recording, classifying and analysing financial transactions between the institution and third parties, and between the institution and its employees.	accounting for income; accounting for expenditure; accounting for payments (other than salaries) to employees; accounting for payments to honorary appointees and other third parties.	receipt and processing of tuition fees.		for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the preparation of annual accounts	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Annual Accounts	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

FINANCE MANAGEMENT	Management Accounting	The activities involved in monitoring and controlling the use of the institution's financial resources.	Records documenting analyses of the internal deployment of the institution's financial resources.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FINANCE MANAGEMENT	Statutory Accounting	The activities involved in preparing the institution's statutory accounts.	Records documenting the preparation of the institution's statutory accounts.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FINANCE MANAGEMENT	Internal Accounting	The activities involved in processing financial transactions between operating units (i.e. internal cross-charging).	Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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FINANCE MANAGEMENT	Internal Accounting	The activities involved in processing financial transactions between operating units (i.e. internal cross-charging).		Records documenting the negotiation and administration of formal contracts between operating units (e.g. for the provision of services.)	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FINANCE MANAGEMENT	Funding Management	The activities involved in administering the institution's income.	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.	Records documenting the administration of annual funding allocations from the appropriate statutory funding body.			
FINANCE MANAGEMENT	Funding Management	The activities involved in administering the institution's income.	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.	Records documenting the administration of research grants provided by research councils or corporate sponsors.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

FINANCE MANAGEMENT	Funding Management	The activities involved in administering the institution's income.	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.	Records documenting the administration of funding from European Structural Funds.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FINANCE MANAGEMENT	Funding Management	The activities involved in administering the institution's income.	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.	Records documenting the administration of scholarship funds.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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; virement.	Records documenting the preparation of annual operating budgets.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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; virement.	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
						Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting employees' authorisation for non-statutory payroll deductions.	Yes	Article 6 S.1 (a), consnet.Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University Charter]	
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.	Records documenting calculation and payment of employees' salaries and other payments.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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.	Employer's PAYE records which are not required to be sent to the Inland Revenue (under the provisions of the Income Tax (Pay As You Earn) Regulations 2003.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary	
						for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the administration of payments made under the Statutory Sick Pay scheme.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the administration of payments made under the Statutory Maternity Pay scheme.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

FINANCE MANAGEMENT	Pension Contributions Administration	The activities involved in administering payments of the institution's employers' and employees' contributions to pension schemes.		Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FINANCE MANAGEMENT	Pension Contributions Administration	The activities involved in administering payments of the institution's employers' and employees' contributions to pension schemes.		Records documenting payments of the institution's employees' contributions to pension schemes.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the preparation and filing of the institution's tax returns.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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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.	Records documenting the institution's accounting for VAT.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FINANCE MANAGEMENT	Cash Management	The activities involved in managing the institution's liquid assets.		Records documenting the opening, closure and routine administration of bank accounts.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FINANCE MANAGEMENT	Cash Management	The activities involved in managing the institution's liquid assets.		Records documenting standing orders, direct debits etc.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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FINANCE MANAGEMENT	Cash Management	The activities involved in managing the institution's liquid assets.		Records documenting routine bank account deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.)	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FINANCE MANAGEMENT	Investment Management	The activities involved in managing the institution's financial investment portfolio.	Activities include: liaising with fund managers.	Records documenting the overall management of the institution's financial investment portfolio.			
FINANCE MANAGEMENT	Investment Management	The activities involved in managing the institution's financial investment portfolio.	Activities include: liaising with fund managers.	Records documenting the purchase/sale of investments.			

FINANCE MANAGEMENT	Asset Management	The activities involved in collecting, recording and analysing information about the value of the institution's fixed assets for accounting purposes.	Activities include: recording acquisition and disposal of fixed assets; valuing assets and calculating depreciation; writing off assets prior to disposal;	Records documenting the value of the institution's capital assets.		
			maintaining an asset register.			
FINANCE MANAGEMENT	Asset Management	The activities involved in collecting, recording and analysing information about the value of the institution's fixed assets for accounting purposes.	Activities include: recording acquisition and disposal of fixed assets; valuing assets and calculating depreciation; writing off assets prior to disposal; maintaining an asset register.	Records documenting decisions (and authorisations) to dispose of capital assets.		
HUMAN RESOURCES MANAGEMENT		The function of managing the institution's workforce and its contractual relationship with individual employees.				

HUMAN RESOURCES	Human Resources Strategy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT				development and		
IVIANAGEIVIENT	Development	developing and establishing	requirements for	establishment of the		
		the institution's human	new/revised strategy;	institution's human		
		resources strategy.	undertaking research;			
			developing strategy	resources strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for formal endorsement;			
			· · · · · · · · · · · · · · · · · · ·			
			formally endorsing strategy documents; disseminating			
			strategy documents;			
HUMAN RESOURCES	Livean Deserves Strategy	The activities involved in	reviewing strategy. Activities include: identifying	December de sum enting the		
MANAGEMENT	Human Resources Strategy	developing and establishing	requirements for	Records documenting the development and		
MANAGEMENT	Development	the institution's human	new/revised strategy;	establishment of the		
		resources strategy.	undertaking research;	institution's human		
		resources strategy.	developing strategy	resources strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;	papers.		
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
1			reviewing strategy.			

HUMAN RESOURCES	Human Resources	The activities involved in	Activities include: identifying	Records documenting the		
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MANAGEMENT	Management Policy	developing and establishing	requirements for	development and		
	Development	the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's human		
		human resources.	developing policy proposals;	resources management		
			consulting on policy	policies: key records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
HUMAN RESOURCES	Human Resources	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Management Policy	developing and establishing	requirements for	development and		
	Development	the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's human		
		human resources.	developing policy proposals;	resources management		
			consulting on policy	policies: working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy documents, reviewing			

HUMAN RESOURCES MANAGEMENT	Human Resources Management Procedure Development	The activities involved in developing the institution's procedures for the management of its human resources.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally	Records documenting the development of the institution's procedures relating to human resources management.		
			approving procedure documents; disseminating procedure documents; reviewing procedure.			
HUMAN RESOURCES MANAGEMENT	Human Resources Management Procedure Development	The activities involved in developing the institution's procedures for the management of its human resources.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to human resources management.		
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 (NOTE 1).	Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.		

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 (NOTE 1).	Records documenting management succession plans.	Potentially	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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 (NOTE 1).	Records documenting the development and evaluation of job specifications.			
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.	Records documenting internal authorisation for recruitment.			

HUMAN RESOURCES MANAGEMENT	Workforce Recruitment	The activities involved in recruiting employees to fill new or vacant positions.	Activities include: authorising recruitment; advertising vacancies; handling enquiries about vacancies; processing employment applications; reviewing and responding to unsolicited applications for employment.	Records documenting the advertising of vacancies.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HUMAN RESOURCES MANAGEMENT	Workforce Recruitment	The activities involved in recruiting employees to fill new or vacant positions.	Activities include: authorising recruitment; advertising vacancies; handling enquiries about vacancies; processing employment applications; reviewing and responding to unsolicited applications for employment.	Records documenting enquiries about vacancies and requests for application forms.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HUMAN RESOURCES MANAGEMENT	Workforce Recruitment	The activities involved in recruiting employees to fill new or vacant positions.	Activities include: authorising recruitment; advertising vacancies; handling enquiries about vacancies; processing employment applications; reviewing and responding to unsolicited applications for employment.	Records documenting the handling of applications for vacancies: unsuccessful applications.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

HUMAN RESOURCES MANAGEMENT	Workforce Recruitment	The activities involved in recruiting employees to fill new or vacant positions.	Activities include: authorising recruitment; advertising vacancies; handling enquiries about vacancies; processing employment applications; reviewing and responding to unsolicited applications for employment.	Records documenting the handling of applications for vacancies: successful applications.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HUMAN RESOURCES MANAGEMENT	Workforce Recruitment	The activities involved in recruiting employees to fill new or vacant positions.	Activities include: authorising recruitment; advertising vacancies; handling enquiries about vacancies; processing employment applications; reviewing and responding to unsolicited applications for employment.	Records containing management analyses of recruitment effectiveness e.g. use of advertising media.			
HUMAN RESOURCES MANAGEMENT	Workforce Recruitment	The activities involved in recruiting employees to fill new or vacant positions.	Activities include: authorising recruitment; advertising vacancies; handling enquiries about vacancies; processing employment applications; reviewing and responding to unsolicited applications for employment.	Records documenting the handling of unsolicited applications for employment.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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.	Records documenting the development, overall delivery and assessment of induction programmes for new employees. For records documenting individual employees' induction programmes, see Employee Contract Management.		
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.	Records documenting the administration of induction programmes.		
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.	Records containing summary information on workforce training and development needs. For records documenting individual employees' training and development needs, see Employee Contract Management.		

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.	Records documenting the development of training and development programmes to meet defined needs.			
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.	Records containing individual feedback on training and development programmes.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting (anonymised) workforce feedback on training and development programmes.			

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.	Records documenting management analyses of the impact of training and development programmes.		
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.	Records documenting the development of workforce performance assessment systems.		
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.	Records containing summary (anonymised) results of employees' performance assessments.		

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HUMAN RESOURCES	Workforce Performance	The activities involved in	Activities include: designing	Records documenting		
MANAGEMENT	Management	monitoring employee	methods of measuring	management analyses of the		
		performance.	performances; conducting	impact of workforce		
		1.	and analysing performance	performance assessment		
			assessments.	systems.		
			assessments.	systems.		
HUMAN RESOURCES	Workforce Remuneration &	The activities involved in		Records documenting the		
MANAGEMENT	Reward Management	developing and		development of the		
WARAGEWENT	neward Management	implementing workforce pay		institution's remuneration		
		structures and reward		structure.		
		schemes.				
HUMAN RESOURCES	Workforce Remuneration &	The activities involved in		Records documenting pay		
MANAGEMENT	Reward Management	developing and		reviews.		
		implementing workforce pay				
		structures and reward				
		schemes.				
	•	•	•	•		

HUMAN RESOURCES MANAGEMENT	Workforce Remuneration & Reward Management	The activities involved in developing and implementing workforce pay structures and reward schemes.	Records documenting special reward schemes (e.g. Merit Reviews).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
HUMAN RESOURCES MANAGEMENT	Workforce Welfare Management	The activities involved in monitoring employee welfare and ensuring compliance with legislation.	Records documenting the hours worked by employees, including those who have agreed to work more than 48 hours a week, as required by the Working Time Regulations 1998 (SI 1998/1833).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
HUMAN RESOURCES MANAGEMENT	Workforce Welfare Management	The activities involved in monitoring employee welfare and ensuring compliance with legislation.	Records documenting health assessments for night workers, and the results of assessments, as required by the Working Time Regulations 1998 (SI 1998/1833).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

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.	Records documenting the design of workforce surveys and consultations.			
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.	Records containing (identifiable) individual responses to workforce surveys and consultations.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records containing summary (anonymised) results of workforce surveys and consultations.			

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.	Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.			
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.	Records documenting the employee's initial application for employment with the institution and supporting documentation supplied by third parties (e.g. references, Criminal Records Bureau checks).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the employee's subsequent applications for other jobs within the institution.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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.	Records documenting the employee's contract(s) of employment with the institution.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting changes to the employee's terms and conditions of employment.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the job descriptions of positions held by the employee within the institution.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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.	Records documenting induction programmes attended by the employee.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting the employee's training and development needs, and the action taken to meet these needs.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting job- specific statutory/regulatory training requirements for the employee, and the training provided to meet these requirements.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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.	Records documenting routine assessments/reviews of the employee's performance, and any consequent action taken.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting disciplinary proceedings against the employee, where employment continues.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
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.	Records documenting grievances raised by the employee which relate directly to his/her own contract of employment, the institution's response, action taken and the outcome.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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.	Records documenting the employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
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.	Records relating to the administration of the employee's contractual holiday entitlement.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
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.	Records documenting the employee's absence due to sickness.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

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.	Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
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.	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
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.	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

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.	Records containing employee's basic personal details (e.g. address, next of kin, emergency contacts).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
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.	Records documenting pre- employment health screening of an employee: employees exposed to hazardous substances during employment.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
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.	Records documenting pre- employment health screening of an employee: other employees.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

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.	Records documenting the issue of personal protective equipment/other special equipment to an employee.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
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.	Records documenting major injuries to an employee arising from accidents in the workplace.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (f), necessary for the establishment, exercise or defence of legal claims.
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.	Records documenting the employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (f), necessary for the establishment,

							exercise or defence of legal claims.
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.	Records documenting references provided in confidence in support of the employee's application(s) for employment by another organisation.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HUMAN RESOURCES MANAGEMENT	Industrial Relations Management	The activities involved in managing the institution's relationships with trades unions and labour organisations representing its workforce.	Activities include: managing recognition and derecognition of trades unions; managing communication and consultation with trades unions and labour organisations conducting collective bargaining on behalf of the workforce.	Records documenting institutional recognition/derecognition of trades unions.			

HUMAN RESOURCES MANAGEMENT	Industrial Relations Management	The activities involved in managing the institution's relationships with trades unions and labour organisations representing its workforce.	Activities include: managing recognition and derecognition of trades unions; managing communication and consultation with trades unions and labour organisations conducting collective bargaining on behalf of the workforce.	Records documenting agreements with trade unions.				
HUMAN RESOURCES MANAGEMENT	Industrial Relations Management	The activities involved in managing the institution's relationships with trades unions and labour organisations representing its workforce.	Activities include: managing recognition and derecognition of trades unions; managing communication and consultation with trades unions and labour organisations conducting collective bargaining on behalf of the workforce.	Records documenting routine communications with trade union representatives, including minutes of meetings.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
HUMAN RESOURCES MANAGEMENT	Industrial Relations Management	The activities involved in managing the institution's relationships with trades unions and labour organisations representing its workforce.	Activities include: managing recognition and derecognition of trades unions; managing communication and consultation with trades unions and labour organisations conducting collective bargaining on behalf of the workforce.	Records documenting consultations/negotiations with trade unions on specific issues.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	Yes	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

HUMAN RESOURCES	Pension Schemes	The activities involved in	Records documenting the	Yes	Article 6 S.1 (b), necessary	Yes	Article 9 S.2 (b), necessary
MANAGEMENT	Administration	administering the	institution's relationships		for the performance of a		for the purposes of carrying
		institution's involvement	with pension schemes to		contract to which the data		out the obligations and
		with external pension	which all or part of its		subject is party or in order		exercising specific rights of
		schemes of which its staff	workforce belongs.		to take steps at the request		the controller or of the data
		are members.			of the data subject prior to		subject in the field of
					entering into a contract.		employment and social
					Article 6 S.1 (c), necessary		security and social
					for compliance with a legal		protection law in so far as it
					obligation to which the		is authorised by Union or
					controller is subject.		Member State law or a
					Article 6 S.1 (e), necessary		collective agreement
					for the performance of a		pursuant to Member State
					task carried out in the public		law providing for
					interest or in the exercise of		appropriate safeguards for
					official authority vested in		the fundamental rights and
							the interests of the data
					the controller.		
					[University Charter]		subject.
HUMAN RESOURCES	Pension Schemes	The activities involved in	Records documenting				
MANAGEMENT	Administration	administering the	routine communications				
MANAGEMENT	Administration	institution's involvement	with the pension schemes.				
			with the pension schemes.				
		with external pension					
		schemes of which its staff					
		are members.					
INFORMATION		The function of ensuring					
COMPLIANCE		that the institution complies					
MANAGEMENT		with legislation on access to					
		information.					

INFORMATION	Information Compliance	The activities involved in	Activities include: identifying	Records documenting the		
COMPLIANCE	Strategy Development	developing and establishing	requirements for	development and		
MANAGEMENT	Strategy Development	the institution's information	new/revised strategy;	establishment of the		
IVIANAGEIVIENT		compliance strategy.	undertaking research;	institution's information		
		compliance strategy.				
			developing strategy	compliance strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
INFORMATION	Information Compliance	The activities involved in	Activities include: identifying	Records documenting the		
COMPLIANCE	Strategy Development	developing and establishing	requirements for	development and		
MANAGEMENT	,	the institution's information	new/revised strategy;	establishment of the		
		compliance strategy.	undertaking research;	institution's information		
			developing strategy	compliance strategy:		
			proposals; consulting on	working papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
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			formal endorsement:			
			formal endorsement; formally endorsing strategy			
			formally endorsing strategy			
			formally endorsing strategy documents; disseminating			
			formally endorsing strategy			

INFORMATION	Information Compliance	The activities involved in	Activities include: identifying	Records documenting the		
COMPLIANCE	Management Policy	developing and establishing	requirements for	development and		
MANAGEMENT	Development	the institution's policies on	new/revised policy;	establishment of the		
	2 evelopinient	information compliance.	undertaking research;	institution's information		
			developing policy proposals;	compliance policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
INFORMATION	Information Compliance	The activities involved in	Activities include: identifying	Records documenting the		
COMPLIANCE	Management Policy	developing and establishing	requirements for	development and		
MANAGEMENT	Development	the institution's policies on	new/revised policy;	establishment of the		
		information compliance.	undertaking research;	institution's information		
			developing policy proposals;	compliance policies: working		
			consulting on policy	papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating policy documents; reviewing			
		Î.	policy.			

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INFORMATION	Information Compliance	The activities involved in	Activities include: identifying	Records documenting the			
COMPLIANCE	Management Procedure	developing the institution's	needs for new/revised	development of the			
MANAGEMENT	Development	procedures for information	procedure; undertaking	institution's procedures			
		compliance.	research; analysing work	relating to information			
		compliance.					
			processes; drafting	compliance.			
			procedure documents;				
			consulting on procedure				
			documents; reviewing draft				
			procedure documents in the				
			light of comments received;				
			trialling procedure; refining				
			procedure as a result of				
			trials; submitting final				
			procedure documents for				
			formal approval; formally				
			approving procedure				
			documents; disseminating				
			procedure documents;				
			reviewing procedure.				
INFORMATION	Information Compliance	The activities involved in	Activities include: identifying	Master copies of procedures			
COMPLIANCE	Management Procedure	developing the institution's	needs for new/revised	relating to information			
MANAGEMENT	Development	procedures for information	procedure; undertaking	compliance.			
WANAGEWENT	Development			compliance.			
		compliance.	research; analysing work				
			processes; drafting				
			procedure documents;				
			consulting on procedure				
			documents; reviewing draft				
			procedure documents in the				
			light of comments received;				
			trialling procedure; refining				
			procedure as a result of				
			trials; submitting final				
			procedure documents for				
			formal approval; formally				
			approving procedure				
			documents; disseminating				
			procedure documents;				
			reviewing procedure.				
INFORMATION	Data Protection Compliance	The activities involved in	Activities include: liaison	Records documenting liaison	Vec	Article 6 S.1 (c), necessary	
	Data Protection Compilance				165		
COMPLIANCE		complying with legislation	with the Information	with the Information		for compliance with a legal	
MANAGEMENT		on data protection.	Commissioner; handling	Commissioner's Office.		obligation to which the	
			requests for personal			controller is subject.	
			information held by the				
			institution.				
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INFORMATION COMPLIANCE MANAGEMENT	Data Protection Compliance	The activities involved in complying with legislation on data protection.	Activities include: liaison with the Information Commissioner; handling requests for personal information held by the institution.	Case files concerning exercise of individual rights under GDPR.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
INFORMATION COMPLIANCE MANAGEMENT	Data Protection Compliance	The activities involved in complying with legislation on data protection.	Activities include: liaison with the Information Commissioner; handling requests for personal information held by the institution.	Records containing (anonymised) statistics, analyses and reports of requests for access to personal information held by the institution.			
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.	Records documenting the development and maintenance of the institution's Publication Scheme, as required by the Freedom of Information Act 2000 (c. 36) and the Freedom of Information (Scotland) Act 2002 (asp 13).			

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.	Records documenting the handling of requests for information held by the institution, made under the Freedom of Information Act 2000 (c. 36) or the Freedom of Information (Scotland) Act 2002 (asp 13).	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	
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.	Records containing (anonymised) management statistics, analyses and reports of requests for information held by the institution, made under the Freedom of Information Act 2000 (c. 36) or the Freedom of Information (Scotland) Act 2002 (asp 13).			
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.	Records documenting the handling of requests for environmental information held by the institution, made under the Environmental Information Regulations 2004 (SI 2004/3391) or the Environmental Information (Scotland) Regulations 2004 (SSI 2004/520).	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

INFORMATION COMPLIANCE MANAGEMENT RECORDS MANAGEMENT	Environmental Information Compliance	The activities involved in complying with legislation on access to environmental information. The function of managing	Activities include: handling requests for environmental information held by the institution.	Records containing (anonymised) management statistics, analyses and reports of requests for environmental information held by the institution, made under the Environmental Information Regulations 2004 (SI 2004/3391) or the Environmental Information (Scotland) Regulations 2004 (SSI 2004/520).		
		the institution's records.				
RECORDS MANAGEMENT	Records Management Strategy Development	The activities involved in developing and establishing the institution's records management strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's records management strategy: key records.		

RECORDS MANAGEMENT	Records Management	The activities involved in	Activities include: identifying	Records documenting the		
RECORDS MANAGEMENT	Strategy Development	developing and establishing	requirements for	development and		
	Strategy Development	the institution's records	new/revised strategy;	establishment of the		
		management strategy.	undertaking research;	institution's records		
		management strategy.	developing strategy	management strategy:		
			proposals; consulting on	working papers.		
			strategy proposals;	working papers.		
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy documents; submitting final			
			strategy documents for formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
DECORDE MANAGEMENT	December Management Delice	The costicistics involved in	reviewing strategy.	December de como entire e the c		
RECORDS MANAGEMENT	Records Management Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's records		
		records.	developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in the light of comments			
			_			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing policy.			
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RECORDS MANAGEMENT	Records Management Policy Development Records Management	The activities involved in developing and establishing the institution's policies on the management of its records.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy. Activities include: identifying	Records documenting the development and establishment of the institution's records management policies: working papers.		
RECORDS MANAGEMENT	Procedure Development	developing the institution's procedures for the management of its records.	needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	development of the institution's procedures relating to records management.		
RECORDS MANAGEMENT	Records Management Procedure Development	The activities involved in developing the institution's procedures for the management of its records.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to records management.		

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RECORDS MANAGEMENT	Records Creation & Capture	The activities associated	Activities include:	Records documenting		
		with creating and capturing	determining recordkeeping	recordkeeping requirements		
		records.	requirements for individual	for specific business		
			business activities and	activities and processes.		
			processes.			
			i ·			
RECORDS MANAGEMENT	Records Organisation &	The activities associated	Activities include:	Records documenting		
	Description	with organising, classifying	developing business	classification and indexing		
	· ·	and indexing records.	classification schemes;	schemes for records.		
		g	developing file plans;			
			developing thesauri;			
			developing metadata			
			schemes.			
			seriemes.			
RECORDS MANAGEMENT	Records Storage & Handling	The activities associated	Activities include:	Records documenting		
		with storing records and	determining appropriate	storage locations of records.		
		ensuring proper handling	storage conditions for	storage recations of records.		
		while in transit to and from	records; devising storage			
		storage.	control systems;			
		Storage.				
			determining requirements			
			and devising systems for			
			converting records to			
			alternative storage media.			

RECORDS MANAGEMENT	Records Storage & Handling	The activities associated with storing records and ensuring proper handling while in transit to and from storage.	Activities include: determining appropriate storage conditions for records; devising storage control systems; determining requirements and devising systems for converting records to alternative storage media.	Records documenting the movement of records to/from storage.		
RECORDS MANAGEMENT	Records Access Control	The activities involved in controlling access to records.	Activities include: devising access/retrieval control systems; operating access/retrieval control systems; tracking the provision of access to records; supervising access to records under controlled conditions.	Records documenting the provision of access to records.		
RECORDS MANAGEMENT	Records Retention	The activities associated with retaining records for appropriate periods of time.	Activities include: identifying requirements to retain records; developing records retention schedules; applying records retention schedules.	Records documenting the determination of retention periods for records.		

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RECORDS MANAGEMENT	Records Retention	The activities associated with retaining records for appropriate periods of time.	Activities include: identifying requirements to retain records; developing records retention schedules; applying records retention schedules.	Final versions of Records Retention Schedules		
RECORDS MANAGEMENT	Records Retention	The activities associated with retaining records for appropriate periods of time.	Activities include: identifying requirements to retain records; developing records retention schedules; applying records retention schedules.	Records documenting the review of individual records to determine requirements for ongoing retention, where records are disposed of.		
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RECORDS MANAGEMENT	Records Maintenance	The activities associated with maintaining the physical form and intellectual content of records.	Activities include: carrying out physical conservation of records.	Records documenting conservation work undertaken on records.		

RECORDS MANAGEMENT	Records Disposal	The activities associated with disposing of redundant records.	Activities include: authorising disposal of redundant records; preparing redundant records for disposal.	Records documenting authorisation for the disposal of redundant records.		
RECORDS MANAGEMENT	Records Survey/Audit	The activities involved in conducting records surveys and audits.	Activities include: devising methods of capturing and analysing survey/audit data; capturing and analysing data; preparing survey/audit reports.	Records documenting the conduct and results of records surveys/audits.		
ARCHIVES MANAGEMENT		The function of managing the institution's archives.				

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ARCHIVES MANAGEMENT	Archives Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's archives	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's archives		
		,	developing strategy	strategy: key records.		
			proposals; consulting on	Strategy, key records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			*			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
ARCHIVES MANAGEMENT	Archives Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
	·	the institution's archives	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's archives		
			developing strategy	strategy: working papers.		
			proposals; consulting on	and a copy in a name paper or		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
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			documents; submitting final			
			documents; submitting final strategy documents for			
			strategy documents for			
			strategy documents for formal endorsement;			
			strategy documents for formal endorsement; formally endorsing strategy			
			strategy documents for formal endorsement; formally endorsing strategy documents; disseminating			
			strategy documents for formal endorsement; formally endorsing strategy			

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ARCHIVES MANAGEMENT	Archives Management	The activities involved in	Activities include: identifying	Records documenting the		
	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's archives		
		archives.	developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
ARCHIVES MANAGEMENT	Archives Management	The activities involved in	Activities include: identifying	Records documenting the		
	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's archives		
		archives.	developing policy proposals;	management policies:		
			consulting on policy	working papers.		
			proposals; reviewing and	working papers.		
			proposals; reviewing and revising policy proposals in	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents;	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents;	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy	working papers.		
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally	working papers.		

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ARCHIVES MANAGEMENT	Archives Management	The activities involved in	Activities include: identifying	Records documenting the		
	Procedure Development	developing the institution's	needs for new/revised	development of the		
		procedures for the	procedure; undertaking	institution's procedures		
		management of its archives.	research; analysing work	relating to archives		
			processes; drafting	management.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
ARCHIVES MANAGEMENT	Archives Management	The activities involved in	Activities include: identifying	Master copies of procedures		
	Procedure Development	developing the institution's	needs for new/revised	relating to archives		
		procedures for the	procedure; undertaking	management.		
		management of its archives.	research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
ARCHIVES MANAGEMENT	Archives Acquisition	The activities involved in	Activities include: receiving	Records documenting the		
	7 to other control of the control of	acquiring archives.	and appraising archives, and	development and		
		dequiring dictilives.	returning or otherwise	establishment of the		
			disposing of unwanted	selection criteria for records		
			material.	to be preserved as archives.		
			material.	to be preserved as aremives.		
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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.	Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.				
ARCHIVES MANAGEMENT	Archives Acquisition	The activities involved in acquiring archives.	Activities include: receiving and appraising archives, and returning or otherwise disposing of unwanted material.	Records documenting the accessioning of records acquired for preservation as archives.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University Charter]	Potentially	Article 9 S.2 (j), necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
ARCHIVES MANAGEMENT	Archives Organisation & Description	The activities involved in organising and describing archives.	Activities include: creating and maintaining records of the provenance, history and management of archives (including remedial conservation, de-accession and disposal).	Records documenting the institution's scheme of arrangement for its archives.				

ARCHIVES MANAGEMENT	Archives Organisation & Description	The activities involved in organising and describing archives.	Activities include: creating and maintaining records of the provenance, history and management of archives (including remedial conservation, de-accession and disposal).	Records documenting the development of the institution's standard descriptive model for its archives.				
ARCHIVES MANAGEMENT	Archives Organisation & Description	The activities involved in organising and describing archives.	Activities include: creating and maintaining records of the provenance, history and management of archives (including remedial conservation, de-accession and disposal).	Records containing the descriptions of the records held as archives.	Potentially	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	Potentially	Article 9 S.2 (j), necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
ARCHIVES MANAGEMENT	Archives Storage & Handling	The activities involved in storing archives and in ensuring proper handling while in transit to and from storage.	Activities include: determining appropriate storage conditions; devising storage control systems.	Records documenting the monitoring and control of the storage of archives.				

ARCHIVES MANAGEMENT	Archives Storage & Handling	The activities involved in storing archives and in ensuring proper handling while in transit to and from storage.	Activities include: determining appropriate storage conditions; devising storage control systems.	Records documenting the movement of archives from/to storage.			
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.	Records documenting requests for access to archives.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
ARCHIVES MANAGEMENT	Archives Conservation	The activities involved in preserving the physical condition of archives.	Activities include: undertaking condition surveys; applying conservation treatments to preserve, repair or restore the condition of items.	Records documenting conservation work undertaken on items in the archives.			

ARCHIVES MANAGEMENT	Archives Disposal	The activities involved in deaccessioning and disposing of archives.	Activities include: seeking authorisation for disposal from the owners of records; disposing of de-accessioned archives by donation or sale; disposing of de-accessioned archives by destruction.	Records documenting authorisation for the disposal of de-accessioned records.				
ARCHIVES MANAGEMENT	Archives Promotion & Exploitation	The activities involved in promoting the archives and facilitating access to them.	Activities include: developing guides, indexes and other interpretive materials; developing and organising events (e.g. temporary exhibitions, conferences, tours) and activities (e.g. workshops, lectures, demonstrations); assembling special loan collections of items and interpretive materials to support recreational activities and educational programmes.	Records documenting the development and maintenance of specialised finding aids to promote and facilitate access to (items in) the archives.	Potentially	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	Potentially	Article 9 S.2 (j), necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
ARCHIVES MANAGEMENT	Archives Promotion & Exploitation	The activities involved in promoting the archives and facilitating access to them.		Records documenting the design and distribution of promotional materials to raise awareness and encourage use of (items in) the archives.				

ARCHIVES MANAGEMENT	Archives Promotion & Exploitation	The activities involved in promoting the archives and facilitating access to them.	Records documenting enquiries about (items in) the archives, and the responses provided.Note: key information from substantive enquiries may be extracted and indexed to avoid repetitive research.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University Charter]	
ARCHIVES MANAGEMENT	Archives Promotion & Exploitation	The activities involved in promoting the archives and facilitating access to them.	Records documenting the selection and use of items from the archives by institutional staff (e.g. for teaching events, publications, exhibitions).			
ARCHIVES MANAGEMENT	Archives Promotion & Exploitation	The activities involved in promoting the archives and facilitating access to them.	Records documenting the selection and use of items from the archives by third parties (e.g. for exhibitions, publications, television programmes).			

ARCHIVES MANAGEMENT	Archives Promotion & Exploitation	The activities involved in promoting the archives and facilitating access to them.		Records documenting loans of items from the archives to third parties.	Potentially	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	Potentially	Article 9 S.2 (j), necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
COLLECTIONS MANAGEMENT	This section is based on the activities described in SPECTRUM, the UK Museum Documentation Standard. SPECTRUM is published by the Museums Documentation Association (MDA). References to SPECTRUM in this publication refer to Version 3.1. SPECTRUM sets out 21 procedures, of which 8 are identified as Primary Procedures. This section reflects 7 of the 8 Primary Procedures.	The function of managing the institution's collections of artworks, artefacts and manuscripts.						
COLLECTIONS MANAGEMENT	Collections Strategy Development	The activities involved in developing and establishing the institution's collections management strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents;	Records documenting the development and establishment of the institution's collections strategy: key records.				

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			strategy documents;			
			reviewing strategy.			
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COLLECTIONS	Collections Strategy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's collections	new/revised strategy;	establishment of the		
		management strategy.	undertaking research;	institution's collections		
			developing strategy	strategy: working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			

COLLECTIONS	Callastiana Managanana	The extinities involved in	A satisfation to also describe analytic described	December de companying the		
	Collections Management	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's collections		
		collections.	developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
COLLECTIONS	Collections Management	The estivities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT		The activities involved in				
IVIANAGEIVIENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		the management of its	undertaking research;	institution's collections		
		collections.	developing policy proposals;	management policies:		
			consulting on policy	working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			maliar da arma antar marriarrina			
			policy documents; reviewing			
			policy documents; reviewing policy.			

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COLLECTIONS MANAGEMENT	Collections Management Procedure Development	The activities involved in developing the institution's procedures for the management of its collections.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to collections management.		
COLLECTIONS MANAGEMENT	Collections Management Procedure Development	The activities involved in developing the institution's procedures for the management of its collections.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to collections management.		
COLLECTIONS MANAGEMENT	Collections Promotion	The activities involved in promoting the institution's collections as cultural / scientific resources.	Activities include: developing guides and other interpretive and promotional materials; developing and organising promotional events (e.g. temporary exhibitions, conferences, tours) and activities (e.g. workshops, lectures, demonstrations); handling enquiries about collections.	Records documenting the design and development of promotional materials.		

COLLECTIONS MANAGEMENT	Collections Promotion	The activities involved in promoting the institution's collections as cultural / scientific resources.	Activities include: developing guides and other interpretive and promotional materials; developing and organising promotional events (e.g. temporary exhibitions, conferences, tours) and activities (e.g. workshops, lectures, demonstrations); handling enquiries about collections.	Records documenting the design and implementation of promotional events.			
COLLECTIONS MANAGEMENT	Collections Promotion	The activities involved in promoting the institution's collections as cultural / scientific resources.	Activities include: developing guides and other interpretive and promotional materials; developing and organising promotional events (e.g. temporary exhibitions, conferences, tours) and activities (e.g. workshops, lectures, demonstrations); handling enquiries about collections.	Records documenting enquiries about collections and the responses given.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
COLLECTIONS MANAGEMENT	Collections Use	The activities involved in managing the use of the institution's collections.	Activities include those described in the SPECTRUM Use of Collections Procedure.	Records documenting the receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are rejected.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

COLLECTIONS MANAGEMENT	Collections Use	The activities involved in managing the use of the institution's collections.	Activities include those described in the SPECTRUM Use of Collections Procedure.	Records documenting the receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are authorised.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
COLLECTIONS MANAGEMENT	Collections Use	The activities involved in managing the use of the institution's collections.	Activities include those described in the SPECTRUM Use of Collections Procedure.	Records documenting the authorised use of collections or objects, and actions taken to facilitate, monitor or control use (e.g. checking environmental conditions, handling / operating objects; taking samples from objects)			
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).	Activities include those described in the SPECTRUM Object Entry procedure and the return of unwanted objects to their owners, where they are known.	Records documenting the receipt of objects which are not currently part of the institution's collections.SPECTRUM: Object Entry records	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University Charter]	

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.	Activities include those described in the SPECTRUM Loans In procedure.	Records documenting loans of objects to the institution by other organisations or by individuals. SPECTRUM: Loan In records	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
COLLECTIONS MANAGEMENT	Object Acquisition	The activities involved in formally adding objects to the institution's collections,	Activities include those described in the SPECTRUM Acquisition procedure.	Records documenting the acquisition of objects for the institution's collections. SPECTRUM: Accession records	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
COLLECTIONS MANAGEMENT	Object Location & Movement Control	The activities involved in documenting the location of objects in the institution's collections and in controlling and tracking the movement of objects between locations within the institution's premises (e.g. between storage and display areas).	Activities include those described in the SPECTRUM Location and Movement Control procedure.	Records documenting the location and movement of objects within the institution's premises. SPECTRUM: Location and Movement Records			

COLLECTIONS MANAGEMENT	Object Cataloguing	The activities involved in compiling and maintaining key information which formally identifies and describes objects in the institution's collections.	Activities include those described in the SPECTRUM Cataloguing procedure.	Records documenting key information about objects in the institution's collections. SPECTRUM: Catalogue records	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
COLLECTIONS MANAGEMENT	Object Dispatch	The activities involved in managing 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).	Activities include: those described in the SPECTRUM Object Exit procedure.	Records documenting objects which have left the institution's premises. SPECTRUM: Object Exit Records	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Activities include those described in the SPECTRUM Loans Out procedure.	Records documenting loans of objects to other organisations or to individuals. SPECTRUM: Loan Out records	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

PUBLICATIONS MANAGEMENT		The function of managing the institution's collections of publications acquired or assembled to support its work.				
PUBLICATIONS MANAGEMENT	Publications Strategy Development	The activities involved in developing and establishing the institution's publications strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's publications strategy: key records.		
PUBLICATIONS MANAGEMENT	Publications Strategy Development	The activities involved in developing and establishing the institution's publications strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's publications strategy: working papers.		

PUBLICATIONS	Publications Management	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
MANAGEMENT	Toney Bevelopment	the institution's policies on	new/revised policy;	establishment of the		
		the management of	undertaking research;	institution's publications		
		publications.	developing policy proposals;	management policies: key		
		publications.	consulting on policy	records.		
			proposals; reviewing and	records.		
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
PUBLICATIONS	Publications Management	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
MANAGEMENT	Policy Development	the institution's policies on	new/revised policy;	establishment of the		
		the management of	undertaking research;	institution's publications		
		publications.	developing policy proposals;	management policies:		
		publications.	consulting on policy	working papers.		
			proposals; reviewing and	working papers.		
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			submitting final policy documents for formal			
			submitting final policy documents for formal approval; formally			
			submitting final policy documents for formal approval; formally approving policy			
			submitting final policy documents for formal approval; formally approving policy documents; disseminating			
			submitting final policy documents for formal approval; formally approving policy			

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PUBLICATIONS	Publications Management	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	development of the		
		procedures for the	procedure; undertaking	institution's procedures		
		management of	research; analysing work	relating to publications		
		publications.	processes; drafting	management.		
		publications.	procedure documents;	management.		
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
PUBLICATIONS	Publications Management	The activities involved in	Activities include: identifying	Master copies of procedures		
MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	relating to publications		
		procedures for the	procedure; undertaking	management.		
		management of	research; analysing work			
		publications.	processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
			reviewing procedure.			
BUBLICATIONS	Dublication Association	The control of the control of the	A at the standard attack to	Beautiful and the state of the		
PUBLICATIONS	Publications Acquisition	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT		acquiring publications.	and selecting publications to	process of selecting		
			purchase.	publications to purchase.		
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PUBLICATIONS	Publications Acquisition	The activities involved in	Activities include: identifying	Records documenting		
MANAGEMENT		acquiring publications.	and selecting publications to	decisions to (dis)continue		
			purchase.	purchase of publications.		
			1			
PUBLICATIONS	Publications Organisation	The activities involved in		Records documenting the		
MANAGEMENT	T dolled for S of garlisacion	organising, classifying and		institution's scheme(s) for		
WANAGEWENT		organishig, classifying and		also if the send set less in a		
		cataloguing publications.		classifying and cataloguing		
				publications.		
		<u> </u>				
PUBLICATIONS	Publications Organisation	The activities involved in		Catalogues/indexes		
MANAGEMENT		organising, classifying and				
		cataloguing publications.				
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PUBLICATIONS	Publications Storage &	The activities associated	Activities include:	Records documenting the		
MANAGEMENT	Handling	with storing publications	determining appropriate	monitoring and control of		
		and ensuring proper	storage conditions; devising	storage conditions.		
		handling while in transit to	storage control systems.			
		and from storage.				
PUBLICATIONS	Publications Storage &	The activities associated	Activities include:	Records documenting the		
MANAGEMENT	Handling	with storing publications	determining appropriate	movement of items from/to		
		and ensuring proper	storage conditions; devising	storage.		
		handling while in transit to	storage control systems.			
		and from storage.				
PUBLICATIONS	Publications Conservation	The activities involved in	Activities include: binding	Records documenting		
MANAGEMENT	r abilications conscivation	preserving the physical	items for preservation	conservation work		
MANAGENERY		condition of publications.	purposes; repairing	undertaken on publications.		
		condition of publications.	damaged items.	undertaken on publications.		
			damaged items.			

PUBLICATIONS MANAGEMENT	Publications Disposal	The activities involved in disposing of redundant publications.		Records documenting the authorisation for the disposal of redundant publications.			
PUBLICATIONS MANAGEMENT	Copyright Compliance Administration	The activities involved in administering the institution's compliance with the Copyright, Designs & Patents Act 1988.	Activities include: obtaining permission to copy from published works in which the copyright is not owned by the institution; monitoring use of such works within the institution; participating in surveys / audits undertaken by copyright licensing organisations; facilitating inspections undertaken by copyright licensing organisations; administering payments to copyright licensing organisations.	Records documenting applications for permission to copy from published works which are not covered by Copyright Licensing Agency licences, where permission is not granted.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
PUBLICATIONS MANAGEMENT	Copyright Compliance Administration	The activities involved in administering the institution's compliance with the Copyright, Designs & Patents Act 1988.	Activities include: obtaining permission to copy from published works in which the copyright is not owned by the institution; monitoring use of such works within the institution; participating in surveys / audits undertaken by copyright licensing organisations; facilitating inspections undertaken by copyright licensing organisations; administering payments to copyright licensing organisations.	Records documenting applications for permission to copy from published works which are not covered by Copyright Licensing Agency licences, where permission is granted.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University Charter]	

PUBLICATIONS MANAGEMENT	Copyright Compliance Administration	The activities involved in administering the institution's compliance with the Copyright, Designs & Patents Act 1988.	Activities include: obtaining permission to copy from published works in which the copyright is not owned by the institution; monitoring use of such works within the institution; participating in surveys / audits undertaken by	Records documenting the compilation of statistical and other data required by the Copyright Licensing Agency, and the submission of this data to the Agency.		
			copyright licensing organisations; facilitating inspections undertaken by copyright licensing organisations; administering payments to copyright licensing organisations.			
PUBLICATIONS MANAGEMENT	Copyright Compliance Administration	The activities involved in administering the institution's compliance with the Copyright, Designs & Patents Act 1988.	Activities include: obtaining permission to copy from published works in which the copyright is not owned by the institution; monitoring use of such works within the institution; participating in surveys / audits undertaken by copyright licensing organisations; facilitating inspections undertaken by copyright licensing organisations; administering payments to copyright licensing organisations.	Records documenting the institution's participation in surveys / audits undertaken by the Copyright Licensing Agency.		
PUBLICATIONS MANAGEMENT	Copyright Compliance Administration	The activities involved in administering the institution's compliance with the Copyright, Designs & Patents Act 1988.	Activities include: obtaining permission to copy from published works in which the copyright is not owned by the institution; monitoring use of such works within the institution; participating in surveys / audits undertaken by copyright licensing organisations; facilitating inspections undertaken by copyright licensing organisations; administering payments to copyright licensing organisations.	Records documenting the results of surveys / audits undertaken by the Copyright Licensing Agency (provided to the institution by the Agency).		

PUBLICATIONS MANAGEMENT	Copyright Compliance Administration	The activities involved in administering the institution's compliance with the Copyright, Designs & Patents Act 1988.	Activities include: obtaining permission to copy from published works in which the copyright is not owned by the institution; monitoring use of such works within the institution; participating in surveys / audits undertaken by copyright licensing organisations; facilitating inspections undertaken by copyright licensing organisations; administering payments to copyright licensing organisations.	Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal / contractual requirements.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
INTELLECTUAL PROPERTY RIGHTS (IPR) MANAGEMENT	IPR Management Policy Development	The activities involved in developing and establishing the institution's policies on	Activities include: identifying requirements for new/revised policy;	Records documenting the development and establishment of the			
		IPR.	undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy.	institution's IPR management policies: working papers.			
INTELLECTUAL PROPERTY RIGHTS (IPR) MANAGEMENT	IPR Management Procedure Development	The activities involved in developing the institution's procedures for managing IPR.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to IPR management.			

INTELLECTUAL PROPERTY RIGHTS (IPR) MANAGEMENT	IPR Management Procedure Development	The activities involved in developing the institution's procedures for managing IPR.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to IPR management.			
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.	Records documenting the institution's applications for patents and patent certificates.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting the institution's applications for other forms of IPR protection (registered trade marks, registered designs) and certificates of registration	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

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.	Records documenting applications for renewal of IPR protection, up to the maximum period permitted.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting routine monitoring of third party activity to detect infringements of the institution's IPR.			
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.	Records documenting identified infringements of the institution's IPR, and action taken other than litigation.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT		The function of managing the institution's information and communications technology (ICT) systems.				
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT	ICT Systems Strategy Development	The activities involved in developing and establishing the institution's ICT systems strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's ICT systems strategy: key records.		
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT	ICT Systems Strategy Development	The activities involved in developing and establishing the institution's ICT systems strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's ICT systems strategy: working papers.		

INFORMATION &	ICT Systems Management	The activities involved in	Activities include: identifying	Records documenting the		
COMMUNICATIONS	Policy Development	developing and establishing	requirements for	development and		
TECHNOLOGY (ICT)	Policy Development	the institution's policies on	new/revised policy;	establishment of the		
SYSTEMS MANAGEMENT		ICT systems.	undertaking research;	institution's ICT systems		
STSTEINS MANAGEMENT		ici systems.				
			developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
INFORMATION &	ICT Systems Management	The activities involved in	Activities include: identifying	Records documenting the		
COMMUNICATIONS	Policy Development	developing and establishing	requirements for	development and		
TECHNOLOGY (ICT)		the institution's policies on	new/revised policy;	establishment of the		
SYSTEMS MANAGEMENT		ICT systems.	undertaking research;	institution's ICT systems		
			developing policy proposals;	management policies:		
			consulting on policy	working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			approving poncy			
1			documents; disseminating			

INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT	ICT Systems Management Procedure Development	The activities involved in developing the institution's procedures for managing ICT systems.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of	Records documenting the development of the institution's procedures relating to the management of ICT systems.		
			trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.			
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) SYSTEMS MANAGEMENT	ICT Systems Management Procedure Development	The activities involved in developing the institution's procedures for managing ICT systems.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to the management of ICT systems.		
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.	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.		

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.	Records documenting the initial development of ICT systems which are not implemented.			
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.	Records documenting the management of ICT systems development projects (i.e. project management records).			
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.	Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is partyArticle 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University Charter]	

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.	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting user requests to recover data from backup or archive stores, and action taken.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

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.	Records documenting the maintenance of appropriate software licences for live ICT systems.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting the security arrangements for ICT systems.			
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.	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

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.	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is partyArticle 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University Charter]		
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.	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (f), necessary for the establishment, exercise or defence of legal claims. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

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.	Requests for, and authorisation of, connections of third party equipment to the institution's networks, either on institutional premises or via dial-up communications links.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting the removal/return of mobile ICT systems hardware and software from/to the institution's premises.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.			

INFORMATION &	ICT Systems Training	The activities involved in	Activities include: identifying	Records documenting the		
COMMUNICATIONS		providing training for users	training requirements;	development of technical		
TECHNOLOGY (ICT)		of the institution's ICT	identifying and evaluating	and application training for		
SYSTEMS MANAGEMENT		systems.	training options.	ICT system users.		
			For automoltosinia			
			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.			
EQUIPMENT &		The function of managing				
CONSUMABLES		equipment and				
MANAGEMENT		consumables which are				
		owned by the institution, or				
		which the institution has				
		legal rights to use.				
EQUIPMENT &	Equipment & Consumables	The activities involved in	Activities include: identifying	Records documenting the		
CONSUMABLES	Strategy Development	developing and establishing	requirements for	development and		
MANAGEMENT	,	the institution's equipment	new/revised strategy;	establishment of the		
		and consumables strategy.	undertaking research;	institution's equipment and		
			developing strategy	consumables strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement; formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			

EQUIPMENT &	Equipment & Consumables	The activities involved in	Activities include: identifying	Records documenting the		
CONSUMABLES	Strategy Development	developing and establishing	requirements for	development and		
MANAGEMENT	Strategy Development	the institution's equipment	new/revised strategy;	establishment of the		
MANAGEMENT		and consumables strategy.	undertaking research;	institution's equipment and		
		and consumables strategy.	developing strategy	consumables strategy:		
			proposals; consulting on	working papers.		
			strategy proposals;	working papers.		
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents; reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
EQUIPMENT &	Equipment & Consumables	The activities involved in	Activities include: identifying	Records documenting the		
CONSUMABLES	Management Policy	developing and establishing	requirements for	development and		
MANAGEMENT	Development	the institution's policies on	new/revised policy;	establishment of the		
	2 or elepinent	equipment and	undertaking research;	institution's equipment and		
		consumables.	developing policy proposals;	consumables management		
			consulting on policy	policies: key records.		
			proposals; reviewing and	,		
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
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EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Management Policy Development	The activities involved in developing and establishing the institution's policies on equipment and consumables.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy. Activities include: identifying	Records documenting the development and establishment of the institution's equipment and consumables management policies: working papers.		
CONSUMABLES	Management Procedure	developing the institution's	needs for new/revised	development of the		
MANAGEMENT EQUIPMENT &	Development Fauinment & Consumables	procedures for managing equipment and consumables. The activities involved in	procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	institution's procedures relating to the management of equipment and consumables. Master copies of procedures		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Management Procedure Development	The activities involved in developing the institution's procedures for managing equipment and consumables.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure	Master copies of procedures relating to the management of equipment and consumables.		
			documents; disseminating procedure documents; reviewing procedure.			

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Selection	The activities involved in selecting equipment and consumables.	Activities include: developing specifications of requirements; identifying sources of supply; evaluating and selecting items.	Records documenting the development of specifications for, and the selection of, equipment/consumables: major items		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Selection	The activities involved in selecting equipment and consumables.	Activities include: developing specifications of requirements; identifying sources of supply; evaluating and selecting	Records documenting the development of specifications for, and the selection of, equipment/consumables:		
			items.	items which are safety critical or associated with hazardous operations		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Selection	The activities involved in selecting equipment and consumables.	Activities include: developing specifications of requirements; identifying sources of supply; evaluating and selecting items.	Records documenting the development of specifications for, and the selection of, equipment/consumables: other items		

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Storage	The activities involved in storing equipment and consumables.	Activities include: monitoring storage conditions to ensure compliance with technical standards and/or legislation; monitoring the condition of items held in storage; maintaining the stock inventory; monitoring and maintaining stock levels; controlling the allocation/issue of items from storage.	Records documenting the monitoring of the condition of stored equipment/consumables.		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Storage	The activities involved in storing equipment and consumables.	Activities include: monitoring storage conditions to ensure compliance with technical standards and/or legislation; monitoring the condition of items held in storage; maintaining the stock inventory; monitoring and maintaining stock levels; controlling the allocation/issue of items	Records documenting the stock inventory for equipment/consumables.		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Storage	The activities involved in storing equipment and consumables.	Activities include: monitoring storage conditions to ensure compliance with technical standards and/or legislation; monitoring the condition of items held in storage; maintaining the stock inventory; monitoring and maintaining stock levels;	Records documenting routine stocktaking and stock checking.		
			controlling the allocation/issue of items from storage.			

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Storage	The activities involved in storing equipment and consumables.	Activities include: monitoring storage conditions to ensure compliance with technical standards and/or legislation; monitoring the condition of items held in storage;	Records documenting the movement of stock into and from storage.		
			maintaining the stock inventory; monitoring and maintaining stock levels; controlling the allocation/issue of items from storage.			
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Installation/Commissioning	The activities involved in installing/commissioning equipment.	Activities include: conducting pre- commissioning inspections/examinations/te sts; conducting post- installation inspections/examinations/te sts to ensure compliance with technical standards and/or legal requirements.	Records documenting the installation of equipment: major items.		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Installation/Commissioning	The activities involved in installing/commissioning equipment.	Activities include: conducting pre- commissioning inspections/examinations/te sts; conducting post- installation inspections/examinations/te sts to ensure compliance with technical standards and/or legal requirements.	Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations.		

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Installation/Commissioning	The activities involved in installing/commissioning equipment.	Activities include: conducting pre- commissioning inspections/examinations/te sts; conducting post- installation inspections/examinations/te sts to ensure compliance with technical standards and/or legal requirements.	Records documenting the installation of equipment: other items.		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Installation/Commissioning	The activities involved in installing/commissioning equipment.	Activities include: conducting pre- commissioning inspections/examinations/te sts; conducting post- installation inspections/examinations/te sts to ensure compliance with technical standards and/or legal requirements.	Health and Safety File for fixed plant which is a 'structure' as defined in Regulation 2 of the Construction (Design and Management) Regulations 1994 (SI 1994/3140).		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Installation/Commissioning	The activities involved in installing/commissioning equipment.	Activities include: conducting pre- commissioning inspections/examinations/te sts; conducting post- installation inspections/examinations/te sts to ensure compliance with technical standards and/or legal requirements.	Reports of precommissioning examinations of lifting equipment, as required by Regulation 9(1) and 9(2) of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307).		

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Installation/Commissioning	The activities involved in installing/commissioning equipment.	Activities include: conducting pre- commissioning inspections/examinations/te sts; conducting post- installation inspections/examinations/te sts to ensure compliance with technical standards and/or legal requirements.	Reports of precommissioning examinations of accessories for lifting, as required Regulation 9(1) of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307).		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the inspection, testing and maintenance of equipment, except as specified elsewhere.		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere.		

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or	Maintenance logs for equipment		
		Standards etc.	modifying equipment in response to reported problems.			
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting inspections of equipment, made under Regulation 6 of the Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306).		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations.		

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health, as required by Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos, as required by Regulation 13 of the Control of Asbestos Regulations 2006 (SI 2006/2739).		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead, as required by Regulation 8 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).		

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the examination, testing and repair of personal protective equipment provided to control exposure to ionising radiation, as required by Regulation 10(2) of the lonising Radiations Regulations 1999 (SI 1999/3232).		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the examination, testing and repair of other equipment provided to control exposure to ionising radiation, as required by Regulation 10(1) of the lonising Radiations Regulations 1999 (SI 1999/3232).		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation, as required by Regulation 19(2) of the Ionising Radiations Regulations 1999 (SI 1999/3232).		

EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment Inspection, Testing & Maintenance	The activities involved in maintaining the institution's equipment in sound working order to ensure compliance with legislation, technical standards etc.	Activities include: conducting inspections and tests at planned or required intervals; undertaking planned preventive maintenance; repairing or modifying equipment in response to reported problems.	Reports of inspection and 'thorough examination' of lifting equipment, as required by Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307).		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Disposal	The activities involved in disposing of surplus or redundant equipment and consumables.	Activities include: authorising disposal; identifying and evaluating alternative methods of disposal; undertaking cleaning/sanitisation of equipment and consumables prior to disposal; providing any necessary certification (e.g. of safety) or documentation (e.g. maintenance history) to recipients of sold or donated equipment and consumables; where appropriate (e.g. for vehicles), administering transfer of ownership of equipment and consumables and retaining necessary documentation.	Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.		
EQUIPMENT & CONSUMABLES MANAGEMENT	Equipment & Consumables Disposal	The activities involved in disposing of surplus or redundant equipment and consumables.	Activities include: authorising disposal; identifying and evaluating alternative methods of disposal; undertaking cleaning/sanitisation of equipment and consumables prior to disposal; providing any necessary certification (e.g. of safety) or documentation (e.g. maintenance history) to recipients of sold or donated equipment and consumables; where appropriate (e.g. for vehicles), administering transfer of ownership of equipment and consumables and retaining necessary documentation.	Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health.		

EQUIPMENT & Control of		T	T	T			
redundant equipment and consumables. Requirement and consumables print to disposal understoing equipment and consumables print to disposal providing any necessary estrations of equipment and consumables print to disposal providing any necessary estrations of equipment and consumables print to disposal providing any necessary estrations of equipment and consumables. REQUIPMENT & Requirement & Consumables (legislated) in the providing any necessary estrations of equipment and consumables (legislated) in the providing any necessary estrations of disposal providing any necessary estrations of equipment and consumables. In activate including equipment and consumables (legislated) in the providing any necessary estrations of equipment and consumables (legislated) in the providing exposal exposal providing any necessary estrations of exposal providing any necessary estrations of exposal providing any necessary estrations of exposal providing any necessary estrations of exposal providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any necessary estrations (legislated) in the providing any	EQUIPMENT &	Equipment & Consumables	The activities involved in	Activities include:	Records documenting the		
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disposal providing any necessary certification (e.g. of safety) of occumentation (e.g. of safety) occ				equipment and			
disposal providing any necessary certification (e.g. of safety) of occumentation (e.g. of safety) occ				consumables prior to			
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maintaining adequate			the institution's liabilities				
insurance cover.							
			insurance cover.				

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INSURANCE MANAGEMENT	Insurance Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's insurance	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's insurance		
		3,7	developing strategy	strategy: key records.		
			proposals; consulting on	strategy, key records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
INSURANCE MANAGEMENT	Insurance Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for			
	Development	developing and establishing	requirements for	development and		
	Development	the institution's insurance	new/revised strategy;	development and establishment of the		
	Development		new/revised strategy; undertaking research;	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy	development and establishment of the		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals;	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received;	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received;	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents;	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received;	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement;	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating	development and establishment of the institution's insurance		
	Development	the institution's insurance	new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy	development and establishment of the institution's insurance		

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INSURANCE MANAGEMENT	Insurance Management	The activities involved in	Activities include: identifying	Records documenting the		
	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		insurance.	undertaking research;	institution's insurance		
			developing policy proposals;	management policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
INSURANCE MANAGEMENT	Insurance Management	The activities involved in	Activities include: identifying	Records documenting the		
	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		insurance.	undertaking research;	institution's insurance		
		modrance.				
		mourance.	developing policy proposals;	management policies:		
		insurance.	developing policy proposals; consulting on policy			
		insurance:	developing policy proposals; consulting on policy proposals; reviewing and	management policies:		
		modification.	developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in	management policies:		
		modification.	developing policy proposals; consulting on policy proposals; reviewing and	management policies:		
		modification of the state of th	developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in	management policies:		
		modification of the second of	developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents;	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy	management policies:		
			developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally	management policies:		

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INSURANCE MANAGEMENT	Insurance Management Procedure Development	The activities involved in developing the institution's procedures for insurance.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to the management of insurance cover and claims.		
INSURANCE MANAGEMENT	Insurance Management Procedure Development	The activities involved in developing the institution's procedures for insurance.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to the management of insurance cover and claims.		
INSURANCE MANAGEMENT	Insurance Policy Management	The activities involved in establishing and maintaining insurance policies.	Activities include: selecting, reviewing, renewing, amending and terminating insurance policies; liaising with insurers.	Records documenting the arrangement and renewal of insurance policies: employers' liability insurance. See also Employers' Liability Insurance Certificates.		

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INSURANCE MANAGEMENT	Insurance Policy Management	The activities involved in establishing and maintaining insurance policies.	Activities include: selecting, reviewing, renewing, amending and terminating insurance policies; liaising with insurers.	Employers' Liability Insurance Certificates			
INSURANCE MANAGEMENT	Insurance Policy Management	The activities involved in establishing and maintaining insurance policies.	Activities include: selecting, reviewing, renewing, amending and terminating insurance policies; liaising with insurers.	Records documenting the arrangement and renewal of insurance policies: all other insurance.			
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.	Records documenting claims, and the outcomes of claims, against insurance policies.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

PROCUREMENT		The function of purchasing goods, works and services from external organisations.				
PROCUREMENT	Procurement Strategy Development	The activities involved in developing and establishing the institution's procurement strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's procurement strategy: key records.		
PROCUREMENT	Procurement Strategy Development	The activities involved in developing and establishing the institution's procurement strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's procurement strategy: working papers.		

PROCUREMENT	Draguroment Delice	The activities involved in	Activities include: identifying	Pacarda dacumenting tha		
PROCUREIVIENI	Procurement Policy			Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		procurement.	undertaking research;	institution's procurement		
			developing policy proposals;	policies: key records.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
PROCUREMENT	Procurement Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
	·	the institution's policies on	new/revised policy;	establishment of the		
		procurement.	undertaking research;	institution's procurement		
		p. com c. c. c. c. c. c. c. c. c. c. c. c. c.	developing policy proposals;	policies: working papers.		
			consulting on policy	Personal maximis papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
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			documents; disseminating			
			policy documents; reviewing policy.			

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PROCUREMENT	Procurement Procedure	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing the institution's	needs for new/revised	development of the		
		procedures for	procedure; undertaking	institution's procedures		
		procurement.	research; analysing work	relating to the management		
			processes; drafting	of procurement.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
PROCUREMENT	Procurement Procedure	The activities involved in	Activities include: identifying	Master copies of procedures		
	Development	developing the institution's	needs for new/revised	relating to the management		
		procedures for	procedure; undertaking	of procurement.		
		procurement.	research; analysing work			
		procurement.	processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
PROCUREMENT	Supplier Approval	The activities involved in	Activities include: issuing	Records documenting		
	34p / ippi 0 tdi	approving organisations or	invitations to apply for	supplier evaluation criteria.		
		individuals as suppliers of	approval; evaluating	Sapplier evaluation criteria.		
		goods, works or services to	applications for approval;			
		the institution.	notifying applicants of			
		are madeution.	evaluation outcomes.			
			evaluation outcomes.			
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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.	Records documenting invitations to prospective suppliers to apply for approval.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject	
						Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome : approved suppliers.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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.	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome : rejected suppliers.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

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.	Supplier database	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is partyArticle 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University Charter]	
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	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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	Records documenting Invitations to Tender and tender evaluation criteria.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

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	Records documenting the issue of Invitations to Tender and handling of incoming tenders.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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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	Contract award notices sent to the Official Journal, as required by Regulation 31 of the Public Contracts Regulations 2006 (SI 2006/5) or by Regulation 31 of the Public Contracts (Scotland) Regulations 2006 (SSI 2006/1)	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is partyArticle 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University Charter]	
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	Records documenting contracts awarded, containing the information specified in Regulation 32 (14) of the Public Contracts Regulations 2006 (SI 2006/5) or by Regulation 32(14) of the Public Contracts (Scotland) Regulations 2006 (SSI 2006/1)	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
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	Statistical and other reports on contracts awarded prepared for the Office of Government Commerce, as required by Regulation 40 of the Public Contracts Regulations 2006 (SI 2006/5) or for the Scottish Ministers, as required by the Public Contracts (Scotland) Regulations 2006 (SSI 2006/1)	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

PROCUREMENT	Purchasing	The activities involved in purchasing goods, works or services for the institution without tendering contracts.	Activities include: setting purchasing authorisation limits; authorising purchasing; obtaining quotations or estimates; ordering; receiving and checking that goods, works or services are delivered as required.	Records documenting purchasing authorisation limits.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
PROCUREMENT	Purchasing	The activities involved in purchasing goods, works or services for the institution without tendering contracts.	Activities include: setting purchasing authorisation limits; authorising purchasing; obtaining quotations or estimates; ordering; receiving and checking that goods, works or services are delivered as required.	Records documenting internal authorisation for procurement.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
PROCUREMENT	Purchasing	The activities involved in purchasing goods, works or services for the institution without tendering contracts.	Activities include: setting purchasing authorisation limits; authorising purchasing; obtaining quotations or estimates; ordering; receiving and checking that goods, works or services are delivered as required.	Purchase Orders	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

PROCUPE: ****	D t	The contract of the Co.	A . (* *)* * 1 1	Contract			
PROCUREMENT	Purchasing	The activities involved in purchasing goods, works or services for the institution without tendering contracts.	Activities include: setting purchasing authorisation limits; authorising purchasing; obtaining quotations or estimates; ordering; receiving and checking that goods, works or services are delivered as required.	Goods Received Notes/Goods Inwards Notes			
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.	Records documenting variations to contracts (e.g. revisions, extensions).			
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.	Records documenting the monitoring of supplier performance and action taken regarding underperformance.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	

PUBLISHING		The function of publishing materials for internal or external distribution.				
PUBLISHING	Publishing Strategy	The activities involved in developing and establishing the institution's publishing strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's publishing strategy: key records.		
PUBLISHING	Publishing Strategy	The activities involved in developing and establishing the institution's publishing strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's publishing strategy: working papers.		

PUBLISHING	Publishing Policy	The activities involved in	Activities include: identifying	Records documenting the		
1 ODEISTING	1 dollaring 1 oney	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		publishing.	undertaking research;	institution's publishing		
			developing policy proposals;	policies: key records.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
PUBLISHING	Publishing Policy	The activities involved in	Activities include: identifying	Records documenting the		
		developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		publishing.	undertaking research;	institution's publishing		
			developing policy proposals;	policies: working papers.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
Í						
			approving policy			
			approving policy			
			approving policy documents; disseminating			

PUBLISHING	Publishing Procedure	The activities involved in developing the institution's procedures for publishing.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work	Records documenting the development of the institution's procedures relating to the management			
			processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	of publishing.			
PUBLISHING	Publishing Procedure	The activities involved in developing the institution's	Activities include: identifying needs for new/revised	Master copies of procedures relating to the management			
		procedures for publishing.	procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure	of publishing.			
			documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of				
			trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.				
PUBLISHING	Publication Production	The activities involved in producing publications.	Activities include: planning and preparing content (commissioning, research, writing, editing) for publication; designing publications; producing publications.	Records documenting the design, commissioning, editing and production of publications.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	
						[University Charter]	

PUBLISHING	Publication Distribution	The activities involved in distributing publications internally or externally.	Activities include: drawing up plans for proactive distribution of publications; responding to requests for distribution of publications.	Records documenting the distribution of publications.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
PUBLISHING	Publication Marketing	The activities involved in marketing publications.	Activities include: organising review of publications in appropriate journals; producing and distributing marketing materials.	Records documenting the development of marketing plans for publications.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [University Charter]	
MANAGEMENT INFORMATION COLLECTION, ANALYSIS & REPORTING		The function of collecting and maintaining management information, and of producing management information reports for internal use.					

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MANAGEMENT	Management Information	The activities involved in	Activities include: specifying	Dataset specifications and	Yes		Potentially	Article 9 S.2 (b), necessary
INFORMATION	Collection	collecting and maintaining	data to be submitted for	protocols for submission		Article 6 S.1 (c), necessary		for the purposes of carrying
COLLECTION, ANALYSIS &		management information.	central collation and	and collation of data.		for compliance with a legal		out the obligations and
REPORTING			maintenance; creating and			obligation to which the		exercising specific rights of
			maintaining central data			controller is subject		the controller or of the data
			sets.			Article 6 S.1 (e), necessary		subject in the field of
			Sets.			for the performance of a		employment and social
						task carried out in the public		
								security and social
						interest or in the exercise of		protection law in so far as it
						official authority vested in		is authorised by Union or
						the controller		Member State law or a
						[University Charter]		collective agreement
								pursuant to Member State
								law providing for
								appropriate safeguards for
								the fundamental rights and
								the interests of the data
								subject.
								Article 9 S.2 (g) necessary
								for reasons of substantial
								public interest, on the basis
								of Union or Member State
								law which shall be
								proportionate to the aim
								pursued, respect the
								essence of the right to data
								protection and provide for
								suitable and specific
								measures to safeguard the
								fundamental rights and the
								rannaannentaan nginte anna tine
								interests of the data subject
MANAGEMENT	Management Information	The activities involved in	Activities include: producing	Management information	Vos	Article 6.S.1.(c) necessary	Potentially	interests of the data subject
MANAGEMENT	Management Information	The activities involved in	Activities include: producing	Management information	Yes	Article 6 S.1 (c), necessary	Potentially	Article 9 S.2 (b), necessary
INFORMATION	Management Information Analysis & Reporting	analysing management	standard, routine analyses	Management information reports	Yes	for compliance with a legal	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing		Yes	for compliance with a legal obligation to which the	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and
INFORMATION	_	analysing management	standard, routine analyses and reports; producing customised, ad hoc analyses		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.Article 9 S.2 (g)
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.Article 9 S.2 (g) necessary for reasons of
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.Article 9 S.2 (g) necessary for reasons of substantial public interest,
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the
INFORMATION COLLECTION, ANALYSIS &	_	analysing management information and producing	standard, routine analyses and reports; producing customised, ad hoc analyses and reports to meet		Yes	for compliance with a legal obligation to which the controller is subjectArticle 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller[University	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific

PUBLIC RELATIONS MANAGEMENT		The function of raising and maintaining the institution's public profile, and of managing its relationships with the public.				
PUBLIC RELATIONS MANAGEMENT	Public Relations Strategy Development	The activities involved in developing and establishing the institution's public relations strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's public relations strategy: key records.		

PUBLIC RELATIONS	Public Relations Strategy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
IVIAIVAGEIVIENT	Development					
		the institution's public	new/revised strategy;	establishment of the		
		relations strategy.	undertaking research;	institution's public relations		
			developing strategy	strategy: working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
PUBLIC RELATIONS	Public Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		managing public relations.	undertaking research;	institution's public relations		
			developing policy proposals;	policies: key records.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			

					 	 -
PUBLIC RELATIONS	Public Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		managing public relations.	undertaking research;	institution's public relations		
		0.01	developing policy proposals;	policies: working papers.		
			consulting on policy	poneres: working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
PUBLIC RELATIONS	Public Relations Procedure	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing the institution's	needs for new/revised	development of the		
		procedures for managing	procedure; undertaking	institution's procedures		
		public relations.	research; analysing work	relating to public relations.		
		,	processes; drafting	,		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
PUBLIC RELATIONS	Public Relations Procedure	The activities involved in	Activities include: identifying	Master copies of procedures		
MANAGEMENT	Development	developing the institution's	needs for new/revised	relating to public relations.		
		procedures for managing	procedure; undertaking			
		public relations.	research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
			Teviewing procedure.			

PUBLIC RELATIONS MANAGEMENT	Public Communications Management	The activities involved in managing the institution's communications with the public.	Activities include: handling enquiries, suggestions and complaints from the public; conducting surveys of the public.	Records documenting enquiries from members of the public and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
PUBLIC RELATIONS MANAGEMENT	Public Communications Management	The activities involved in managing the institution's communications with the public.	Activities include: handling enquiries, suggestions and complaints from the public.	Records documenting unsolicited feedback from members of the public, the internal handling of this feedback and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
PUBLIC RELATIONS MANAGEMENT	Public Communications Management	The activities involved in managing the institution's communications with the public.	Activities include: handling enquiries, suggestions and complaints from the public.	Records documenting the design and conduct of public surveys.	Yes	Article 6 S.1 (a), the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

PUBLIC RELATIONS MANAGEMENT	Public Communications Management	The activities involved in managing the institution's communications with the public.	Activities include: handling enquiries, suggestions and complaints from the public.	Results of public surveys: individual responses	Yes	Article 6 S.1 (a), the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
PUBLIC RELATIONS MANAGEMENT	Public Communications Management	The activities involved in managing the institution's communications with the public.	Activities include: handling enquiries, suggestions and complaints from the public.	Results of public surveys: summaries and analyses of responses				
PUBLIC RELATIONS MANAGEMENT	Public Communications Management	The activities involved in managing the institution's communications with the public.	Activities include: handling enquiries, suggestions and complaints from the public.	Records documenting complaints from members of the public, the internal handling of these complaints and the responses provided.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (f), necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial

							capacity. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
PUBLIC RELATIONS MANAGEMENT	Public Events Management	The activities involved in organising public events held by the institution.	Activities include: determining dates and times; planning programmes; arranging venues, catering, security, transport etc.; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.	Records documenting the planning and impact/results of public events.			
PUBLIC RELATIONS MANAGEMENT	Public Events Management	The activities involved in organising public events held by the institution.	Activities include: determining dates and times; planning programmes; arranging venues, catering, security, transport etc.; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events.	Records documenting the organisation and administration of public events.	Yes	Article 6 S.1 (a), the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

PUBLIC RELATIONS MANAGEMENT	Official Visits Management	The activities involved in hosting official visits to the institution.	Activities include: planning programmes/itineraries; arranging venues, catering, security, transport etc.; arranging publicity (e.g. official photography, media coverage); reviewing events; writing reports on events.	Records documenting the organisation and administration of official visits.	Yes	Article 6 S.1 (a), the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
PUBLIC RELATIONS MANAGEMENT	Sponsorship Management	The activities involved in officially sponsoring organisations, individuals or events.	Activities include: identifying sponsorship opportunities; negotiating sponsorship deals.	Records documenting the arrangements for corporate sponsorship of public events by the institution.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
PUBLIC RELATIONS MANAGEMENT	Donations Management	The activities involved in making donations to other organisations or individuals.	Activities include: identifying potential recipients for materials which the institution wishes to dispose of by donation; liaising with potential donors; officially transferring donated materials.	Records documenting the management of the institution's relationship with donors to the institution (other than in response to fundraising campaigns).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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PUBLIC RELATIONS	Donations Management	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT		making donations to other	potential recipients for	process of making donations		
		organisations or individuals.	materials which the	to third parties.		
			institution wishes to dispose			
			of by donation; liaising with			
			potential donors; officially			
			transferring donated			
			materials.			
MEDIA RELATIONS		The function of managing				
MANAGEMENT		the institution's				
		relationships with the				
		media.				
MEDIA RELATIONS	Media Relations Strategy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's media	new/revised strategy;	establishment of the		
		relations strategy.	undertaking research;	institution's media relations		
			developing strategy	strategy: key records.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
	1		strategy documents;			
1						
1			reviewing draft strategy			
			reviewing draft strategy documents in the light of			
			reviewing draft strategy documents in the light of comments received;			
			reviewing draft strategy documents in the light of comments received; producing final strategy			
			reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final			
			reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for			
			reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement;			
			reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy			
			reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating			
			reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy			

MEDIA RELATIONS	Media Relations Strategy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
IVIAIVAGEIVIEIVI	Development	the institution's media		establishment of the		
			new/revised strategy;			
		relations strategy.	undertaking research;	institution's media relations		
			developing strategy	strategy: working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
MEDIA RELATIONS	Media Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
	Bevelopment	the institution's policies on	new/revised policy;	establishment of the		
		media relations.	undertaking research;	institution's media relations		
		media relations.	developing policy proposals;	policies: key records.		
			consulting on policy	poneies. Rey records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on policy documents; reviewing			
			draft policy documents in the light of comments			
			_			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing policy.			

MEDIA RELATIONS	Media Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		media relations.	undertaking research;	institution's media relations		
			developing policy proposals;	policies: working papers.		
			consulting on policy	poneres: working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
MEDIA RELATIONS	Media Relations Procedure	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing the institution's	needs for new/revised	development of the		
	·	procedures for media	procedure; undertaking	institution's procedures		
		relations.	research; analysing work	relating to media relations.		
		relations.	processes; drafting	relating to media relations.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
MEDIA RELATIONS	Media Relations Procedure	The activities involved in	Activities include: identifying	Master copies of procedures		
MANAGEMENT	Development	developing the institution's	needs for new/revised	relating to media relations.		
		procedures for media	procedure; undertaking			
		relations.	research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			

MEDIA RELATIONS MANAGEMENT	Media Communications Management	The activities involved in managing the institution's communications with and through the media.	Activities include: developing media contacts; arranging media accreditation; organising media briefings and press conferences; writing and issuing press releases; handling media enquiries; arranging media interviews and other contacts with institutional staff; arranging media coverage of events in, or involving, the institution; co-ordinating the institution's participation in media projects (e.g. programme making).	Records documenting the institution's media contacts.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
MEDIA RELATIONS MANAGEMENT	Media Communications Management	The activities involved in managing the institution's communications with and through the media.	Activities include: developing media contacts; arranging media accreditation; organising media briefings and press conferences; writing and issuing press releases; handling media enquiries; arranging media interviews and other contacts with institutional staff; arranging media coverage of events in, or involving, the institution; co-ordinating the institution's participation in media projects (e.g. programme making).	Records documenting the planning and organisation of media briefings.			
MEDIA RELATIONS MANAGEMENT	Media Communications Management	The activities involved in managing the institution's communications with and through the media.	Activities include: developing media contacts; arranging media accreditation; organising media briefings and press conferences; writing and issuing press releases; handling media enquiries; arranging media interviews and other contacts with institutional staff; arranging media coverage of events in, or involving, the institution; co-ordinating the institution's participation in media projects (e.g. programme making).	Transcripts of media briefings			

MEDIA RELATIONS MANAGEMENT	Media Communications Management	The activities involved in managing the institution's communications with and through the media.	Activities include: developing media contacts; arranging media accreditation; organising media briefings and press conferences; writing and issuing press releases; handling media enquiries; arranging media interviews and other contacts with institutional staff; arranging media coverage of events in, or involving, the institution; co-ordinating the institution's participation in media projects (e.g. programme making).	Records documenting the planning and organisation of media interviews.		
MEDIA RELATIONS MANAGEMENT	Media Communications Management	The activities involved in managing the institution's communications with and through the media.	Activities include: developing media contacts; arranging media accreditation; organising media briefings and press conferences; writing and issuing press releases; handling media enquiries; arranging media interviews and other contacts with institutional staff; arranging media coverage of events in, or involving, the institution; co-ordinating the institution's participation in media projects (e.g. programme making).	Transcripts of media interviews		
MEDIA RELATIONS MANAGEMENT	Media Communications Management	The activities involved in managing the institution's communications with and through the media.	Activities include: developing media contacts; arranging media accreditation; organising media briefings and press conferences; writing and issuing press releases; handling media enquiries; arranging media interviews and other contacts with institutional staff; arranging media coverage of events in, or involving, the institution; co-ordinating the institution's participation in media projects (e.g. programme making).	Press Releases		

MEDIA RELATIONS MANAGEMENT	Media Communications Management	The activities involved in managing the institution's communications with and through the media.	Activities include: developing media contacts; arranging media accreditation; organising media briefings and press conferences; writing and issuing press releases; handling media enquiries; arranging media interviews and other contacts with institutional staff; arranging media coverage of events in, or involving, the institution; co-ordinating the institution's participation in media projects (e.g. programme making).	Records documenting media enquiries, the internal handling of these enquiries and responses provided.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
MEDIA RELATIONS MANAGEMENT	Media Monitoring	The activities involved in monitoring media coverage of the institution.	Activities include: compiling summaries of media coverage; analysing and preparing reports on media coverage.	Records documenting the monitoring and analysis of media coverage of the institution.			
MEDIA RELATIONS MANAGEMENT	Media Monitoring	The activities involved in monitoring media coverage of the institution.	Activities include: compiling summaries of media coverage; analysing and preparing reports on media coverage.	Press cuttings			

HE/FE SECTOR RELATIONS MANAGEMENT		The function of managing the institution's relationships with organisations in the HE and FE sectors.				
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Relations Strategy Development	The activities involved in developing and establishing the institution's HE/FE sector relations strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's HE/FE sector relations strategy: key records.		
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Relations Strategy Development	The activities involved in developing and establishing the institution's HE/FE sector relations strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; reviewing draft strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's HE/FE sector relations strategy: working papers.		

LIE /EE CECTOR RELATIONS	LIE/EE Cooks Bulgitary	The control of the control of the	Laurence de la constitute de la constitu	I Bernald I amount of the		
HE/FE SECTOR RELATIONS	HE/FE Sector Relations	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		HE/FE sector relations.	undertaking research;	institution's HE/FE sector		
			developing policy proposals;	relations policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
HE/FE SECTOR RELATIONS	HE/FE Sector Relations	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
MANAGEMENT	Folicy Development	the institution's policies on	new/revised policy;	establishment of the		
		HE/FE sector relations.	undertaking research;	institution's HE/FE sector		
		HE/FE Sector relations.		relations policies: working		
			developing policy proposals;			
			consulting on policy	papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
	1		approving policy			
			documents; disseminating			

HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Relations Procedure Development	The activities involved in developing the institution's procedures for HE/FE sector relations.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents;	Records documenting the development of the institution's procedures relating to HE/FE sector relations.			
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Relations Procedure Development	The activities involved in developing the institution's procedures for HE/FE sector relations.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to HE/FE sector relations.			
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Communications Development	The activities involved in managing the institution's communications with organisations in the HE and FE sectors.	Activities include: making and handling general enquiries; producing newsletters, briefing papers and other publications intended for an HE sector audience; contributing to publications produced by others.	Records documenting the institution's general communications with other HE/FE institutions, other educational institutions, professional associations and learned bodies.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Communications Development	The activities involved in managing the institution's communications with organisations in the HE and FE sectors.	Activities include: making and handling general enquiries; producing newsletters, briefing papers and other publications intended for an HE sector audience; contributing to publications produced by others.	Records documenting the production of publications specifically intended for the HE and/or FE sector(s).			
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Communications Development	The activities involved in managing the institution's communications with organisations in the HE and FE sectors.	Activities include: making and handling general enquiries; producing newsletters, briefing papers and other publications intended for an HE sector audience; contributing to publications produced by others.	Publications			
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Communications Development	The activities involved in managing the institution's communications with organisations in the HE and FE sectors.	Activities include: making and handling general enquiries; producing newsletters, briefing papers and other publications intended for an HE sector audience; contributing to publications produced by others.	Records documenting general enquiries from institutions and other bodies in the sector, the internal handling of these enquiries and the responses given.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.[University Charter]	

HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Consultations Management	The activities involved in 1) conducting formal consultations with/of organisations in the HE and FE sectors 2) responding to formal consultations conducted by HE/FE sector organisations.	Activities include: conducting internal consultation processes in order to 1) prepare consultation documents to be issued 2) prepare formal corporate responses to consultation documents received.	Records documenting the preparation of the institution's formal responses to consultations conducted by HE/FE sector organisations (including records of internal consultation processes).	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Consultations Management	The activities involved in 1) conducting formal consultations with/of organisations in the HE and FE sectors 2) responding to formal consultations conducted by HE/FE sector organisations.	Activities include: conducting internal consultation processes in order to 1) prepare consultation documents to be issued 2) prepare formal corporate responses to consultation documents received.	Records documenting the institution's formal responses to consultations conducted by HE/FE sector organisations.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Reporting	The activities involved in 1) submitting statistical and other data and reports to HE/FE regulatory bodies 2) receiving data and reports from these bodies for institutional use.	Activities include: conducting internal data collection exercises (where these are not part of routine data collection - see MANAGEMENT INFORMATION COLLECTION, ANALYSIS & REPORTING).	Records documenting the preparation and submission of reports to HE/FE regulatory bodies.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Events Management	The activities involved in organising events specifically for the HE/FE sector.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.	Records documenting the planning and impact/results of events for the HE sector.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Events Management	The activities involved in organising events specifically for the HE/FE sector.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.	Records documenting the organisation and administration of events for the HE sector.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Representation	The activities involved in representing the institution on HE/FE sector collaborative/representative bodies.	Activities include: establishing and maintaining membership of organisations; representing the institution on committees.	Records documenting the institution's membership of organisations.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Representation	The activities involved in representing the institution on HE/FE sector collaborative/representative bodies.	Activities include: establishing and maintaining membership of organisations; representing the institution on committees.	Records documenting the institution's participation in the activities of external organisations (including committees).	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
HE/FE SECTOR RELATIONS MANAGEMENT	HE/FE Sector Collaboration	The activities involved in establishing and managing collaborative relationships with organisations in the HE and FE sectors, in the UK and elsewhere.		Records documenting the establishment of formal contractual relationships between the institution and other HE/FE institutions.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
COMMUNITY RELATIONS MANAGEMENT		The function of managing the institution's relationship with its local community.					

COMMUNITY RELATIONS	Community Relations	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Strategy Development	developing the institution's	requirements for	development and		
WANAGEWENT	Strategy Development	community relations		establishment of the		
		The state of the s	new/revised strategy;			
		strategy.	undertaking research;	institution's community		
			developing strategy	relations strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
COMMUNITY RELATIONS	Community Relations	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Strategy Development	developing the institution's	requirements for	development and		
	StrateBy Development	community relations	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's community		
		Strategy.	developing strategy	relations strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;	pupers.		
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents; reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
	1	1	documents; disseminating	i		
			strategy documents; reviewing strategy.			

COMMUNITY RELATIONS	Community Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
IVIANAGEIVIENT	Development	the institution's policies on	new/revised policy;	establishment of the		
		community relations.	undertaking research;	institution's community		
			developing policy proposals;	relations policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
COMMUNITY RELATIONS	Community Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		community relations.	undertaking research;	institution's community		
			developing policy proposals;	relations policies: working		
			consulting on policy	papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			documents; disseminating			
			policy documents; reviewing			
			I Dolicy documents: reviewing		 	
			the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy			

COMMUNITY RELATIONS MANAGEMENT	Community Relations Procedure Development	The activities involved in developing the institution's procedures for community relations.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to community relations.			
COMMUNITY RELATIONS MANAGEMENT	Community Relations Procedure Development	The activities involved in developing the institution's procedures for community relations.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to community relations.			
COMMUNITY RELATIONS MANAGEMENT	Community Communications Management	The activities involved in managing the institution's communications with its local community.	Activities include: handling enquiries, suggestions and complaints from members of the local community; conducting community surveys and consultations.	Records documenting enquiries from members of the local community and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

COMMUNITY RELATIONS MANAGEMENT	Community Communications Management	The activities involved in managing the institution's communications with its local community.	Activities include: handling enquiries, suggestions and complaints from members of the local community; conducting community surveys and consultations.	Records documenting unsolicited feedback from members of the local community, the internal handling of this feedback and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in	
COMMUNITY RELATIONS MANAGEMENT	Community Communications Management	The activities involved in managing the institution's communications with its local community.	Activities include: handling enquiries, suggestions and complaints from members of the local community;	Records documenting the design and conduct of community surveys.	Yes	the controller. [University Charter] Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order	
			conducting community surveys and consultations.			to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
COMMUNITY RELATIONS MANAGEMENT	Community Communications Management	The activities involved in managing the institution's communications with its local community.	Activities include: handling enquiries, suggestions and complaints from members of the local community; conducting community surveys and consultations.	Results of community surveys: individual responses	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

COMMUNITY RELATIONS MANAGEMENT	Community Communications Management	The activities involved in managing the institution's communications with its local community.	Activities include: handling enquiries, suggestions and complaints from members of the local community; conducting community surveys and consultations.	Results of community surveys: summaries and analyses of responses				
COMMUNITY RELATIONS MANAGEMENT	Community Communications Management	The activities involved in managing the institution's communications with its local community.	Activities include: handling enquiries, suggestions and complaints from members of the local community; conducting community surveys and consultations.	Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided.	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (f), necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

COMMUNITY RELATIONS MANAGEMENT	Community Events Management	The activities involved in organising events (D1) specifically for the local community.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production;	Records documenting the planning and impact/results of local community events.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary	
			organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.			for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
COMMUNITY RELATIONS MANAGEMENT	Community Events Management	The activities involved in organising events (D1) specifically for the local community.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events: writing reports on events.	Records documenting the organisation and administration of local community events.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
COMMUNITY RELATIONS MANAGEMENT	Community Representation	The activities involved in representing the institution in local community organisations.	Activities include: establishing and maintaining membership of organisations; representing the institution in local community organisations.	Records documenting the institution's membership of local community organisations.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

COMMUNITY RELATIONS	Community Representation	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), necessary	
MANAGEMENT		representing the institution in local community	establishing and maintaining membership of	institution's participation in the activities of local		for the performance of a contract to which the data	
		organisations.	organisations; representing	community organisations		subject is party or in order	
		organisacions.	the institution in local	(including committees).		to take steps at the request	
			community organisations.	(of the data subject prior to	
			, ,			entering into a contract.	
						Article 6 S.1 (c), necessary	
						for compliance with a legal	
						obligation to which the	
						controller is subject.	
						Article 6 S.1 (e), necessary for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter]	
ALUMNI RELATIONS		The function of managing					
MANAGEMENT		the institution's relationship					
		with its alumni.					
ALUMNI RELATIONS	Alumni Relations Strategy	The activities involved in	Activities include: identifying	Records documenting the			
MANAGEMENT	Development	developing and establishing	requirements for	development and			
		the institution's alumni relations strategy.	new/revised strategy; undertaking research;	establishment of the institution's alumni relations			
		relations strategy.	developing strategy	strategy: key records.			
			proposals; consulting on	Strategy, key records.			
			strategy proposals;				
			reviewing and revising				
			strategy proposals in the				
			light of comments received;				
			drafting strategy documents; consulting on				
			strategy documents;				
			reviewing draft strategy				
			documents in the light of				
			comments received;				
			producing final strategy				
			documents; submitting final				
			strategy documents for				
			formal endorsement;				
			formally endorsing strategy				
			documents; disseminating				
			strategy documents; reviewing strategy.				
			reviewing strategy.				

ALUMNI RELATIONS	Alumni Relations Strategy	The activities involved in	Activities include: identifying	Records documenting the	 	
MANAGEMENT	Development	developing and establishing	requirements for	development and		
MANAGEMENT	Development	the institution's alumni	new/revised strategy;	establishment of the		
		relations strategy.	undertaking research;	institution's alumni relations		
		Telations strategy.		strategy: working papers.		
			developing strategy	strategy: working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
	AL		reviewing strategy.	5 1 1		
ALUMNI RELATIONS	Alumni Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		alumni relations.	undertaking research;	institution's alumni relations		
			developing policy proposals;	policies: key records.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
		1	I DOUBLY.	1		

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ALUMNI RELATIONS	Alumni Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		alumni relations.	undertaking research;	institution's alumni relations		
			developing policy proposals;	policies: working papers.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
ALUMNI RELATIONS	Alumni Relations Procedure	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing the institution's	needs for new/revised	development of the		
		procedures for alumni	procedure; undertaking	institution's procedures		
		relations.	research; analysing work	relating to alumni relations.		
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
ALUMNI RELATIONS	Alumni Relations Procedure	The activities involved in	Activities include: identifying	Master copies of procedures		
MANAGEMENT	Development	developing the institution's	needs for new/revised	relating to alumni relations.		
		procedures for alumni	procedure; undertaking			
		relations.	research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
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ALUMNI RELATIONS MANAGEMENT	Alumni Records Administration	The activities involved in maintaining accurate records on alumni for the purpose of maintaining the institution's relationship with them.		Records containing personal data on individual alumni.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
ALUMNI RELATIONS MANAGEMENT	Alumni Records Administration	The activities involved in maintaining accurate records on alumni for the purpose of maintaining the institution's relationship with them.		Summary (anonymised) statistical records of alumni			
ALUMNI RELATIONS MANAGEMENT	Alumni Communications Management	The activities involved in managing the institution's communications with its alumni.	Activities include: planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines); conducting alumni surveys.	Records documenting the design, planning and production of official alumni communications.			

ALUMNI RELATIONS MANAGEMENT	Alumni Communications Management	The activities involved in managing the institution's communications with its alumni.	Activities include: planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines); conducting alumni surveys.	Alumni communications	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
ALUMNI RELATIONS MANAGEMENT	Alumni Communications Management	The activities involved in managing the institution's communications with its alumni.	Activities include: planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines); conducting alumni surveys.	Records documenting enquiries from alumni and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
ALUMNI RELATIONS MANAGEMENT	Alumni Communications Management	The activities involved in managing the institution's communications with its alumni.	Activities include: planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines); conducting alumni surveys.	Records documenting unsolicited feedback from alumni, the internal handling of this feedback and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

ALUMNI RELATIONS MANAGEMENT	Alumni Communications Management	The activities involved in managing the institution's communications with its alumni.	Activities include: planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines); conducting alumni surveys.	Records documenting the design and conduct of alumni surveys.			
ALUMNI RELATIONS MANAGEMENT	Alumni Communications Management	The activities involved in managing the institution's communications with its alumni.	Activities include: planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines); conducting alumni surveys.	Results of alumni surveys: individual responses	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
ALUMNI RELATIONS MANAGEMENT	Alumni Communications Management	The activities involved in managing the institution's communications with its alumni.	Activities include: planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines); conducting alumni surveys.	Results of alumni surveys: summaries and analyses of responses			

ALUMNI RELATIONS MANAGEMENT	Alumni Communications Management	The activities involved in managing the institution's communications with its alumni.	Activities include: planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines); conducting alumni surveys.	Records documenting the handling of complaints from alumni.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
ALUMNI RELATIONS MANAGEMENT	Alumni Events Management	The activities involved in organising events for alumni.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.	Records documenting the planning and impact/results of institutional events for alumni.			
ALUMNI RELATIONS MANAGEMENT	Alumni Events Management	The activities involved in organising events for alumni.	Activities include: determining dates and times; arranging venues, catering, security, transport etc.; planning programmes; issuing invitations; designing publicity materials (e.g. brochures, posters) and arranging production; designing event materials (e.g. delegate packs, menus) and arranging production; organising publicity (e.g. official photography, media coverage); issuing tickets; registering attendees; reviewing events; writing reports on events.	Records documenting the organisation and administration of institutional events for alumni.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

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ALUMNI RELATIONS	Alumni Events Management	The activities involved in	Activities include:	Records documenting the	Yes	Article 6 S.1 (b), necessary	
MANAGEMENT		organising events for	determining dates and	administration of financial		for the performance of a	
		alumni.	times; arranging venues,	and other support given to		contract to which the data	
			catering, security, transport	individual alumni		subject is party or in order	
			etc.; planning programmes;	organisations.		to take steps at the request	
			issuing invitations; designing			of the data subject prior to	
			publicity materials (e.g.			entering into a contract.	
			brochures, posters) and			Article 6 S.1 (c), necessary	
			arranging production;			for compliance with a legal	
						obligation to which the	
			designing event materials			_	
			(e.g. delegate packs, menus)			controller is subject.	
			and arranging production;			Article 6 S.1 (e), necessary	
			organising publicity (e.g.			for the performance of a	
			official photography, media			task carried out in the public	
			coverage); issuing tickets;			interest or in the exercise of	
			registering attendees;			official authority vested in	
			reviewing events; writing			the controller.	
			reports on events.			[University Charter]	
			reports on events.			[Onliversity Charter]	
ALUMNI RELATIONS	Alumni Support	The activities involved in	Activities include: providing	Records documenting	Yes	Article 6 S.1 (b), necessary	
MANAGEMENT		providing support to alumni,	financial and other support	requests from alumni		for the performance of a	
		both individually and	to alumni associations;	associations for financial or		contract to which the data	
		through alumni associations.	brokering contact	other support, the internal		subject is party or in order	
			with/between individuals.	handling of these requests		to take steps at the request	
			,	and the responses provided.		of the data subject prior to	
				and the responses provided.		entering into a	
						contract.Article 6 S.1 (c),	
						necessary for compliance	
						with a legal obligation to	
						which the controller is	
						subject.Article 6 S.1 (e),	
						necessary for the	
						performance of a task	
						carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.[University	
						Charter]	
ALUMNI RELATIONS	Alumni Support	The activities involved in	Activities include: providing	Records documenting the	Yes	Article 6 S.1 (b), necessary	
MANAGEMENT		providing support to alumni,	financial and other support	administration of financial		for the performance of a	
		both individually and	to alumni associations;	and other support to alumni		contract to which the data	
		through alumni associations.	brokering contact	organisations.		subject is party or in order	
		tinough alumin associations.	with/between individuals.	organisations.		to take steps at the request	
			with between marviduals.				
						of the data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), necessary	
						for compliance with a legal	
						obligation to which the	
						controller is subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter]	
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ALUMNI RELATIONS MANAGEMENT	Alumni Support	The activities involved in providing support to alumni, both individually and through alumni associations.	Activities include: providing financial and other support to alumni associations; brokering contact with/between individuals.	Records documenting requests for contact details for alumni, action taken and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
FUNDRAISING		The function of soliciting funds directly from organisations and individuals, and of managing relationships with donors.					
FUNDRAISING	Fundraising Strategy Development	The activities involved in developing the institution's fundraising strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents; formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's fundraising strategy: key records.			

FUNDRAISING	Fundraising Strategy	The activities involved in	Activities include: identifying	Records documenting the		
I ONDRAISING						
	Development	developing the institution's	requirements for	development and		
		fundraising strategy.	new/revised strategy;	establishment of the		
			undertaking research;	institution's fundraising		
			developing strategy	strategy: working papers.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
FUNDDAIGING	Francisia - Delia	The estimates involved in	reviewing strategy.	December de como costino esta e		
FUNDRAISING	Fundraising Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		fundraising.	undertaking research;	institution's fundraising		
			developing policy proposals;	policies: key records.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
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FUNDRAISING	Fundraising Policy Development	The activities involved in developing and establishing the institution's policies on fundraising.	Activities include: identifying requirements for new/revised policy; undertaking research; developing policy proposals; consulting on policy proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy documents; disseminating policy documents; reviewing policy documents; reviewing policy	Records documenting the development and establishment of the institution's fundraising policies: working papers.		
FUNDRAISING	Fundraising Procedure Development	The activities involved in developing the institution's procedures for fundraising.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to fundraising.		
FUNDRAISING	Fundraising Procedure Development	The activities involved in developing the institution's procedures for fundraising.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to fundraising.		

FUNDRAISING	Fundraising Campaign Management	The activities involved in undertaking fundraising campaigns.	Activities include: designing fundraising campaigns; establishing fundraising campaign management structures; developing and implementing fundraising projects; communicating with donors; reviewing the effectiveness of campaigns.	Records documenting the design, conduct and summary results of fundraising campaigns.			
FUNDRAISING	Fundraising Campaign Management	The activities involved in undertaking fundraising campaigns.	Activities include: designing fundraising campaigns; establishing fundraising campaign management structures; developing and implementing fundraising projects; communicating with donors; reviewing the effectiveness of campaigns.	Records containing details of individual responses to fundraising campaigns.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such other manner as the University may deem fit.]	
FUNDRAISING	Donations Management	The activities involved in receiving donations to the institution, and in managing the institution's formal relationships with donors.	Activities include: handling enquiries about donating; establishing mechanisms for donating; organising events for donors; communicating with donors.	Records documenting the handling of enquiries about making donations to the institution.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter, S.3 (t) - To demand and receive fees, to procure contributions to the funds of the University and to raise money in such	

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						other manner as the	
						University may deem fit.]	
FUNDRAISING	Donations Management T	The activities involved in	Activities include: handling	Records documenting	Yes	Article 6 S.1 (e), necessary	
		receiving donations to the	enquiries about donating;	donations to the institution.		for the performance of a	
	l ir	institution, and in managing	establishing mechanisms for			task carried out in the public	
		the institution's formal	donating; organising events			interest or in the exercise of	
		relationships with donors.	for donors; communicating			official authority vested in	
	''	relationships with donors.	with donors.			the controller.[University	
			with dollors.			Charter, S.3 (t) - To demand	
						and receive feet to presure	
						and receive fees, to procure	
						contributions to the funds of	
						the University and to raise	
						money in such other	
						manner as the University	
						may deem fit.]	
STUDENT DELATIONS	-	The function of managing					
STUDENT RELATIONS		The function of managing					
MANAGEMENT		the institution's relationship					
	W	with its student body.					
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STUDENT RELATIONS	Student Relations Strategy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
WANAGEWENT	Development	the institution's student	new/revised strategy;	establishment of the		
		relations strategy.	undertaking research;	institution's student		
		relations strategy.				
			developing strategy	relations strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
STUDENT RELATIONS	Student Relations Strategy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development Development	developing and establishing	requirements for	development and		
WANAGEWENT	Development	the institution's student	new/revised strategy;	establishment of the		
		relations strategy.	undertaking research;	institution's student		
		relations strategy.	developing strategy	relations strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;	papersi		
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			

STUDENT RELATIONS	Student Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT				development and		
IVIANAGEIVIENI	Development	developing and establishing	requirements for			
		the institution's policies on	new/revised policy;	establishment of the		
		student relations.	undertaking research;	institution's student		
			developing policy proposals;	relations policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
STUDENT RELATIONS	Student Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		student relations.	undertaking research;	institution's student		
			developing policy proposals;	relations policies: working		
			consulting on policy	papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
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STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development The activities involved in development of the procedures for student relations. Activities include: identifying needs for new/revised procedure questions for student relations. Activities include: identifying needs for new/revised procedure documents; reviewing draft procedure documents; reviewing draft procedure documents freely in table procedure documents freely in table procedure in the light of comments received; Intaliang procedure in the light of student relations. STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development The activities involved in development of the institution's procedures for institution's procedure in the light of comments received; Intaliang procedure in the light of comments accordance in the light of comments accordance in the light of comments; reviewed procedure in the light of comments; reviewed procedure in the light of comments; reviewed procedure in the light of comments; reviewed procedure documents; reviewed procedure in development of the institution's procedures for institution's procedure documents in the light of comments received; Intaliang procedure in the light of comments received; Intaliang procedure in the light of comments; reviewing draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents in the light of comments received; Intaliang procedure; refining
procedures for student relations. procedures for student relations. procedure documents in the light of comments received; trailing procedure documents in the light of comments received; trailing procedure documents in the light of comments received; trailing procedure documents in the light of comments received; trailing procedure documents for formal approval, formally approval, formall
relations. research; analysing work processes; drafting procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; felling procedure documents in the light of comments received; trialling procedure as a result of trials; submitting final procedure documents for formal approval formally approving procedure documents of formal approval formally approving procedure documents. Sisseminating procedure documents of seeming procedure documents of seeming procedure documents. Activities involved in developing the institution's procedure documents of seeming procedure and the seeming procedure of the seeming procedure
procedure documents; consulting on procedure documents; consulting on procedure documents; reviewing draft procedure edocuments in the light of comments received; trialling procedure; refining procedure; refining procedure; refining procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; disseminating procedure documents; reviewing procedure. STUDENT RELATIONS MANAGEMENT Development The activities involved in developing the institution's procedure for student relations. Activities include: identifying needs for new/revised procedure, undertaking research, analysing work procedures for student relations. Activities include: identifying needs for new/revised procedure, undertaking research, analysing work procedures for student relations. The activities involved in developing the institution's procedure in procedure documents; consulting on procedure documents; consulting on procedure documents; consulting on procedure documents; reviewing draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents; consulting on procedure documents; reviewing draft procedure documents; revi
procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure expedite of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure documents; reviewing procedure documents; reviewing procedure sarch; analysing work procedure so resultations. Activities involved in developing the institution's procedure for student relations. Activities involved in developing the institution's procedure with relations. Activities involved in developing the institution's procedure with relations. Activities involved in developing the institution's procedure with relations. Procedure with relations. Procedure documents; reviewing procedure relating to student relations. Procedure documents; reviewing draft procedure documents; reviewing procedure relating to student relations. Procedure in the light of comments received; Procedure documents in the light of comments received;
procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure expedite of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure documents; reviewing procedure documents; reviewing procedure sarch; analysing work procedure so resultations. Activities involved in developing the institution's procedure for student relations. Activities involved in developing the institution's procedure with relations. Activities involved in developing the institution's procedure with relations. Activities involved in developing the institution's procedure with relations. Procedure with relations. Procedure documents; reviewing procedure relating to student relations. Procedure documents; reviewing draft procedure documents; reviewing procedure relating to student relations. Procedure in the light of comments received; Procedure documents in the light of comments received;
consulting on procedure documents; reviewing draft procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure documents; reviewing procedure. STUDENT RELATIONS MANAGEMENT The activities involved in developing the institution's procedure student relations. Activities include: identifying needs for new/revised procedure interesting procedure documents; reviewing draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents in the light of comments received;
documents; reviewing draft procedure documents in the light of comments received; trialling procedure documents or formal approval procedure documents for formal approval; formally approval procedure documents for formal approval; formally approval procedure documents; reviewing procedure documents; reviewing procedure documents; reviewing procedure documents; reviewing procedure documents; reviewing procedure development STUDENT RELATIONS MANAGEMENT The activities involved in developing the institution's procedure; developing the institution's procedure developing the institution's procedure; developing the institution's procedure; analysing work procedure; analysing work procedure; documents; reviewing draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents in the light of comments received; left of comments received;
procedure concurrents received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approacy formally approving procedure documents for formal approacy formally approving procedure documents; discentiating procedure documents; reviewing procedure. STUDENT RELATIONS Student Relations Procedure The activities involved in developing the institution's procedure. Activities include: identifying needs for new/revised needs for new/revised procedures for student relations. Activities include: identifying needs for new/revised
Iight of comments received; trialling procedure; refining procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure documents; reviewing procedure documents; reviewing procedure. STUDENT RELATIONS Student Relations Procedure The activities involved in developing the institution's procedure source for student relations. Activities include: identifying needs for new/revised procedure; undertaking research, analysing work processes; drafting procedure documents; consulting on procedure documents; consulting no procedure documents; reviewing draft procedure documents; reviewing draft procedure documents received;
trialling procedure; refining procedure as a result of trials, submitting final procedure documents for formal approving procedure documents; disseminating procedure documents; reviewing procedure. STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development The activities involved in developing the institution's procedures for student relations. Activities include: identifying needs for new/revised procedure; undertaking research, analysing work procedure documents; consulting draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents; reviewing draft procedure documents in the light of comments received;
STUDENT RELATIONS Development Developm
Trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure. STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development The activities involved in developing the institution's procedures for student relations. Activities include: identifying needs for new/revised procedure; undertaking procedure; undertaking procedure; undertaking procedure documents; consulting on procedure documents; consulting on procedure documents; reviewing draft procedure documents received; identified to student relations.
STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development Development
STUDENT RELATIONS Student Relations Procedure Development Development Telations. The activities involved in developing the institution's procedure; reviewing procedure documents; reviewing procedures of news/revised procedures or student relations. Activities include: identifying needs for news/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
approving procedure documents; disseminating procedure documents; reviewing procedure. STUDENT RELATIONS MANAGEMENT Development The activities involved in developing the institution's procedures for student relations. The activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents; reviewing draft procedure documents in the light of comments received;
approving procedure documents; disseminating procedure documents; reviewing procedure. STUDENT RELATIONS MANAGEMENT Development The activities involved in developing the institution's procedures for student relations. The activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents; reviewing draft procedure documents in the light of comments received;
STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development The activities involved in developing the institution's procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development The activities involved in developing the institution's procedures for student relations. The activities involved in developing the institution's procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development Student Relations Procedure Development The activities involved in developing the institution's procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; Master copies of procedures relations. Master copies of procedures relations. Master copies of procedures relations.
STUDENT RELATIONS MANAGEMENT Student Relations Procedure Development The activities involved in developing the institution's procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; Master copies of procedures relations. Master copies of procedures relations. Master copies of procedures relations.
MANAGEMENT Development developing the institution's procedures for student relations. needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; Development developing the institution's procedure; undertaking research; analysing work procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
MANAGEMENT Development developing the institution's procedures for student relations. needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; Development developing the institution's procedure; undertaking research; analysing work procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
procedures for student relations. procedures for student relations. procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
relations. research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
consulting on procedure documents; reviewing draft procedure documents in the light of comments received;
documents; reviewing draft procedure documents in the light of comments received;
procedure documents in the light of comments received;
light of comments received;
trialling procedure; refining
procedure as a result of
trials; submitting final
procedure documents for
formal approval; formally
approving procedure
documents; disseminating
procedure documents;
reviewing procedure.
Teviewing procedure.
STUDENT RELATIONS Student Communications The activities involved in Activities include: organising Records documenting the
MANAGEMENT Management communicating formally the election and/or establishment and
with the student body. appointment of student operation of staff-student operation of staff-student
representatives to the liaison committees.
institution's governing body
and executive committees;
establishing and operating
staff-student liaison
committees; operating
student suggestion student suggestion
schemes; conducting
general student surveys and
consultations.

STUDENT RELATIONS MANAGEMENT	Student Communications Management	The activities involved in communicating formally with the student body.	Activities include: organising the election and/or appointment of student representatives to the institution's governing body and executive committees; establishing and operating staff-student liaison committees; operating student suggestion schemes; conducting general student surveys and consultations.	Records documenting the operation of staff-student liaison committees.			
STUDENT RELATIONS MANAGEMENT	Student Communications Management	The activities involved in communicating formally with the student body.	Activities include: organising the election and/or appointment of student representatives to the institution's governing body and executive committees; establishing and operating staff-student liaison committees; operating student suggestion schemes; conducting general student surveys and consultations.	Records documenting the design and conduct of student surveys.			
STUDENT RELATIONS MANAGEMENT	Student Communications Management	The activities involved in communicating formally with the student body.	Activities include: organising the election and/or appointment of student representatives to the institution's governing body and executive committees; establishing and operating staff-student liaison committees; operating student suggestion schemes; conducting general student surveys and consultations.	Results of student surveys: individual responses	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

STUDENT RELATIONS MANAGEMENT	Student Communications Management	The activities involved in communicating formally with the student body.	Activities include: organising the election and/or appointment of student representatives to the institution's governing body and executive committees; establishing and operating staff-student liaison committees; operating student suggestion schemes; conducting general student surveys and consultations.	Results of student surveys: summaries and analyses of responses			
STUDENT RELATIONS MANAGEMENT	Student Communications Management	The activities involved in communicating formally with the student body.	Activities include: organising the election and/or appointment of student representatives to the institution's governing body and executive committees; establishing and operating staff-student liaison committees; operating student suggestion schemes; conducting general student surveys and consultations.	Records documenting the design of, and overall response to, student suggestion schemes.			
STUDENT RELATIONS MANAGEMENT	Student Communications Management	The activities involved in communicating formally with the student body.	Activities include: organising the election and/or appointment of student representatives to the institution's governing body and executive committees; establishing and operating staff-student liaison committees; operating student suggestion schemes; conducting general student surveys and consultations.	Records documenting the handling of suggestions from individual students.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

GOVERNMENT RELATIONS		The function of managing				
MANAGEMENT		the institution's				
		relationships with				
		government bodies.				
GOVERNMENT RELATIONS	Government Relations	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Strategy Development	developing and establishing	requirements for	development and		
	, , , , , , , , , , , , , , , , , , , ,	the institution's government	new/revised strategy;	establishment of the		
		relations strategy.	undertaking research;	institution's government		
		,	developing strategy	relations strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
GOVERNMENT RELATIONS	Government Relations	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Strategy Development	developing and establishing	requirements for	development and		
		the institution's government	new/revised strategy;	establishment of the		
		relations strategy.	undertaking research;	institution's government		
			developing strategy	relations strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;			
			reviewing and revising strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			

GOVERNMENT RELATIONS	Carramana Dalatiana Daliar	The activities involved in	Activities include: identifying	December de consensione de c		
	Government Relations Policy			Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		government relations.	undertaking research;	institution's government		
			developing policy proposals;	relations policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
GOVERNMENT RELATIONS	Government Relations Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for	development and		
WANAGEWENT	Development	the institution's policies on	new/revised policy;	establishment of the		
		government relations.	undertaking research;	institution's government		
		government relations.				
			developing policy proposals;	relations policies: working		
			consulting on policy	papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			l			
			policy documents;			
			submitting final policy			
			submitting final policy documents for formal			
			submitting final policy documents for formal approval; formally			
			submitting final policy documents for formal approval; formally approving policy			
			submitting final policy documents for formal approval; formally approving policy documents; disseminating			
			submitting final policy documents for formal approval; formally approving policy			

GOVERNMENT RELATIONS MANAGEMENT	Government Relations Procedure Development	The activities involved in developing the institution's procedures for government relations.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Records documenting the development of the institution's procedures relating to government relations.			
GOVERNMENT RELATIONS MANAGEMENT	Government Relations Procedure Development	The activities involved in developing the institution's procedures for government relations.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	Master copies of procedures relating to government relations.			
GOVERNMENT RELATIONS MANAGEMENT	Government Communications Management	The activities involved in communicating formally with government bodies.	Activities include: liaising with government bodies; requesting information from government bodies; handling requests for information from government bodies.	Records documenting general correspondence with government bodies.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

GOVERNMENT RELATIONS MANAGEMENT	Government Communications Management	The activities involved in communicating formally with government bodies.	Activities include: liaising with government bodies; requesting information from government bodies; handling requests for information from government bodies.	Records documenting requests for information from government bodies, the consideration of the requests, preparation of responses and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
GOVERNMENT RELATIONS MANAGEMENT	Government Consultations Management	The activities involved in responding to formal consultations conducted by government bodies.	Activities include: conducting internal consultation processes in order to prepare formal corporate responses.	Records documenting the consideration and preparation of the institution's formal responses to consultations conducted by government bodies (including records of internal consultation processes).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
GOVERNMENT RELATIONS MANAGEMENT	Government Consultations Management	The activities involved in responding to formal consultations conducted by government bodies.	Activities include: conducting internal consultation processes in order to prepare formal corporate responses.	Records documenting the institution's formal responses to consultations conducted by government bodies.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

GOVERNMENT RELATIONS MANAGEMENT	Government Reporting	The activities involved in: 1) preparing and submitting statistical and other data and reports to government bodies 2) receiving and responding to data and reports from government bodies.	Activities include: conducting internal data collection exercises (where these are not part of routine data collection - see MANAGEMENT INFORMATION COLLECTION, ANALYSIS & REPORTING).	Records documenting the preparation and submission of reports to government bodies.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public	
						interest or in the exercise of official authority vested in the controller. [University Charter]	
GOVERNMENT RELATIONS MANAGEMENT	Government Inquiries/Investigations Management	The activities involved in participating in formal inquiries and investigations conducted by government bodies.	Activities include: liaising with government bodies carrying out inquiries and investigations; providing evidence to assist inquiries and investigations (e.g. by making formal submissions, by providing records or by making staff available).	Records documenting the institution's participation in formal government or public inquiries.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
PARLIAMENTARY RELATIONS MANAGEMENT		The function of managing the institution's relationships with parliamentary bodies.					

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PARLIAMENTARY	Parliamentary Relations	The activities involved in	Activities include: identifying	Records documenting the		
RELATIONS MANAGEMENT	Strategy Development	developing and establishing	requirements for	development and		
		the institution's	new/revised strategy;	establishment of the		
		parliamentary relations	undertaking research;	institution's parliamentary		
		strategy.	developing strategy	relations strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
PARLIAMENTARY	Parliamentary Relations	The activities involved in	Activities include: identifying	Records documenting the		
RELATIONS MANAGEMENT	Strategy Development	developing and establishing	requirements for	development and		
		the institution's	new/revised strategy;	establishment of the		
		parliamentary relations	undertaking research;	institution's parliamentary		
		strategy.	developing strategy	relations strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			

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PARLIAMENTARY	Parliamentary Relations	The activities involved in	Activities include: identifying	Records documenting the		
RELATIONS MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		parliamentary relations.	undertaking research;	institution's parliamentary		
			developing policy proposals;	relations policies: key		
			consulting on policy	records.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
PARLIAMENTARY	Parliamentary Relations	The activities involved in	Activities include: identifying	Records documenting the		
RELATIONS MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
RELATIONS WANAGEWENT	Folicy Development	the institution's policies on	new/revised policy;	establishment of the		
		parliamentary relations.	undertaking research;	institution's parliamentary		
		parliamentary relations.				
			developing policy proposals;	relations policies: working		
			consulting on policy	papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
						The state of the s
			submitting final policy		 	
			submitting final policy documents for formal			
			submitting final policy documents for formal approval; formally			
			submitting final policy documents for formal approval; formally approving policy			
			submitting final policy documents for formal approval; formally approving policy documents; disseminating			
			submitting final policy documents for formal approval; formally approving policy			

PARLIAMENTARY RELATIONS MANAGEMENT	Parliamentary Relations Procedure Development	The activities involved in developing the institution's procedures for parliamentary relations.	Activities include: identifying needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally	Records documenting the development of the institution's procedures relating to parliamentary relations.			
PARLIAMENTARY	Parliamentary Relations	The activities involved in	approving procedure documents; disseminating procedure documents; reviewing procedure. Activities include: identifying	Master copies of procedures			
RELATIONS MANAGEMENT	Procedure Development	developing the institution's procedures for parliamentary relations.	needs for new/revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; reviewing procedure.	relating to parliamentary relations.			
PARLIAMENTARY RELATIONS MANAGEMENT	Parliamentary Communications Management	The activities involved in communicating formally with parliamentary bodies.	Activities include: liaising with parliamentary bodies; responding to questions, requests for information etc. from parliamentary bodies and individual members of parliaments.	Records documenting general correspondence with parliamentary bodies.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

PARLIAMENTARY RELATIONS MANAGEMENT	Parliamentary Communications Management	The activities involved in communicating formally with parliamentary bodies.	Activities include: liaising with parliamentary bodies; responding to questions, requests for information etc. from parliamentary bodies and individual members of parliaments.	Records documenting requests for information from parliamentary bodies, the consideration of the requests, preparation of responses and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
PARLIAMENTARY RELATIONS MANAGEMENT	Parliamentary Consultations Management	The activities involved in responding to formal consultations conducted by parliamentary bodies.	Activities include: conducting internal consultation processes in order to prepare formal corporate responses.	Records documenting the preparation of the institution's formal responses to consultations conducted by parliamentary bodies (including records of internal consultation processes).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
PARLIAMENTARY RELATIONS MANAGEMENT	Parliamentary Consultations Management	The activities involved in responding to formal consultations conducted by parliamentary bodies.	Activities include: conducting internal consultation processes in order to prepare formal corporate responses.	Records documenting the institution's formal responses to consultations conducted by parliamentary bodies.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

PARLIAMENTARY RELATIONS MANAGEMENT	Parliamentary Inquiries & Investigations Management	The activities involved in participating in formal inquiries and investigations conducted by parliamentary bodies.	Activities include: liaising with parliamentary bodies carrying out inquiries and investigations; providing evidence to assist parliamentary inquiries and investigations (e.g. by making formal submissions, by providing records or by making staff available).	Records documenting the institution's participation in formal parliamentary inquiries.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
STUDENTS' UNION RELATIONS MANAGEMENT		The function of managing the institution's relationship with its students' union, to fulfil its responsibilities under the Education Act 1994.					
STUDENTS' UNION RELATIONS MANAGEMENT	Students' Union Relations Strategy Development	The activities involved in developing and establishing the institution's students' union relations strategy.	Activities include: identifying requirements for new/revised strategy; undertaking research; developing strategy proposals; consulting on strategy proposals; reviewing and revising strategy proposals in the light of comments received; drafting strategy documents; consulting on strategy documents; reviewing draft strategy documents in the light of comments received; producing final strategy documents; submitting final strategy documents for formal endorsement; formally endorsing strategy documents; disseminating strategy documents; reviewing strategy.	Records documenting the development and establishment of the institution's students' union relations strategy: key records.			

STUDENTS' UNION	Students' Union Relations	The activities involved in	Activities include: identifying	Records documenting the	 	
RELATIONS MANAGEMENT	Strategy Development	developing and establishing	requirements for	development and		
RELATIONS WANAGEWENT	Juliategy Development	the institution's students'	new/revised strategy;	establishment of the		
			undertaking research;	institution's students' union		
		union relations strategy.				
			developing strategy	relations strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
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STUDENTS' UNION	Students' Union Relations	The activities involved in	Activities include: identifying	Records documenting the		
RELATIONS MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		managing its relationship with its students' union.	undertaking research;	institution's policies on students' union relations:		
		with its students union.	developing policy proposals;			
			consulting on policy	key records.		
			proposals; reviewing and			
			revising policy proposals in the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
			poncy.			

STUDENTS' UNION	Students' Union Relations	The activities involved in	Activities include: identifying	Records documenting the		
RELATIONS MANAGEMENT			_			
RELATIONS MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		managing its relationship	undertaking research;	institution's policies on		
		with its students' union.	developing policy proposals;	students' union relations:		
			consulting on policy	working papers.		
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
STUDENTS' UNION	Students' Union Relations	The activities involved in	Activities include: identifying	Records documenting the		
RELATIONS MANAGEMENT	Policy Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		managing its relationship	undertaking research;	institution's code of practice		
		with its students' union.	developing policy proposals;	on the oversight of the		
			consulting on policy	operations and finances of		
			proposals; reviewing and	its students' union, as		
			revising policy proposals in	required by Section 22(3) of		
			the light of comments	the Education Act 1994.		
			received; drafting policy	the Eddedton Act 1554.		
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			1			
			approving policy			
			documents; disseminating			
			policy documents; reviewing policy.			
	1	1	I policy	•		

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STUDENTS' UNION	Students' Union Relations	The activities involved in	Activities include: identifying	Code of Practice required by		
RELATIONS MANAGEMENT	Policy Development	developing and establishing	requirements for	Section 22(3) of the		
		the institution's policies on	new/revised policy;	Education Act 1994.		
		managing its relationship	undertaking research;			
		with its students' union.	developing policy proposals;			
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
STUDENTS' UNION	Students' Union Relations	The activities involved in	Activities include: identifying	Records documenting the		
RELATIONS MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	development of the		
		procedures for managing its	procedure; undertaking	institution's procedures		
		relationship with its	research; analysing work	relating to students' union		
		students' union.	processes; drafting	relations.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
			Activities include: preparing			
			the institution's code of			
			practice setting out how the			
			provisions of s. 22 of the			
			Education Act 1994 are to			
			be implemented.			

STUDENTS' UNION	Students' Union Relations	The activities involved in	Activities include: identifying	Master copies of procedures		
RELATIONS MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	relating to students' union		
		procedures for managing its	procedure; undertaking	relations.		
		relationship with its	research; analysing work			
		students' union.	processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
			l l l l l l l l l l l l l l l l l l l			
			Activities include: preparing			
			the institution's code of			
			practice setting out how the			
			provisions of s. 22 of the			
			Education Act 1994 are to			
			be implemented.			
STUDENTS' UNION	Students' Union	The activities involved in	be implemented.	Records documenting the		
RELATIONS MANAGEMENT	Constitution Review &	reviewing and approving the		process of reviewing the		
RELATIONS WANAGEWENT	Approval	student's union constitution,		students' union's		
	Арргочаг	other than formal review		constitution, as required by		
		and approval by the		s. 22(2) of the Education Act		
		institution's governing body.		1994.		
		mistitution's governing body.		1994.		
		The institution's governing				
		body is required to formally				
		review and approve the				
		students union's				
		constitution. For records				
		relating to this process, use				
		16.3 Governance –				
		Governing Body				
		Management. Use this				
		section for all other				
		activities.				

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STUDENTS' UNION RELATIONS MANAGEMENT	Students' Union Funding	The activities involved in providing funding for the institution's students' union.	Records documenting the process of negotiating and agreeing funding to be provided by the institution to its students' union.		
STUDENTS' UNION RELATIONS MANAGEMENT	Students' Union Financial Monitoring	The activities involved in monitoring the financial affairs of the institution's students' union, other than formal monitoring and, where appropriate, approval by the institution's governing body.	Records documenting the process of reviewing the students' union's budgets, as required by s. 22(2) of the Education Act 1994.		
STUDENTS' UNION RELATIONS MANAGEMENT	Students' Union Financial Monitoring	The activities involved in monitoring the financial affairs of the institution's students' union, other than formal monitoring and, where appropriate, approval by the institution's governing body.	Records documenting the monitoring of the students' union's financial affairs, as required by s. 22(2) of the Education Act 1994.		

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STUDENTS' UNION RELATIONS MANAGEMENT	Students' Union Operations Monitoring	The activities involved in monitoring the operations of the institution's students' union.	Activities include: monitoring the conduct of the students union's elections; monitoring the students' union's affiliations; monitoring and, where appropriate, investigating complaints against the students' union.	Records documenting the monitoring of elections to major offices in the institution's students' union, as required by s. 22(2) of the Education Act 1994 (1994 c. 30).	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
STUDENTS' UNION RELATIONS MANAGEMENT	Students' Union Operations Monitoring	The activities involved in monitoring the operations of the institution's students' union.	Activities include: monitoring the conduct of the students union's elections; monitoring the students' union's affiliations; monitoring and, where appropriate, investigating complaints against the students' union.	Records documenting the monitoring of students' union affiliations, as required by s. 22(2) of the Education Act 1994 (1994 c. 30).			
STUDENTS' UNION RELATIONS MANAGEMENT	Students' Union Operations Monitoring	The activities involved in monitoring the operations of the institution's students' union.	Activities include: monitoring the conduct of the students union's elections; monitoring the students' union's affiliations; monitoring and, where appropriate, investigating complaints against the students' union.	Records documenting the investigation and reporting on complaints against the students' union by independent investigators appointed by the institution's governing body.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

MARKETING		The function of marketing the institution.				
MARKETING	Marketing Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's marketing	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's marketing		
			developing strategy	strategy: key records.		
			proposals; consulting on			
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
MARKETING	Marketing Strategy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's marketing	new/revised strategy;	establishment of the		
		strategy.	undertaking research;	institution's marketing		
			developing strategy proposals; consulting on	strategy: working papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy documents; disseminating			
			strategy documents;			
			reviewing strategy.			
			reviewing strategy.	J		

MARKETING	Marketing Policy	The activities involved in	Activities include: identifying	Records documenting the		
WARRETING	Development	developing and establishing	requirements for	development and		
	Development	the institution's policies on	new/revised policy;	establishment of the		
		marketing.	undertaking research;	institution's marketing		
		marketing.	=			
			developing policy proposals;	policies: key records.		
			consulting on policy			
			proposals; reviewing and			
			revising policy proposals in			
			the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
MARKETING	Marketing Policy	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing and establishing	requirements for	development and		
		the institution's policies on	new/revised policy;	establishment of the		
		marketing.	undertaking research;	institution's marketing		
			developing policy proposals;	policies: working papers.		
			l			
•			consulting on policy			
			consulting on policy proposals; reviewing and			
			proposals; reviewing and			
			proposals; reviewing and revising policy proposals in			
			proposals; reviewing and revising policy proposals in the light of comments			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents;			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally approving policy			
			proposals; reviewing and revising policy proposals in the light of comments received; drafting policy documents; consulting on policy documents; reviewing draft policy documents in the light of comments received; producing final policy documents; submitting final policy documents for formal approval; formally			

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MARKETING	Marketing Procedure	The activities involved in	Activities include: identifying	Records documenting the		
	Development	developing the institution's	needs for new/revised	development of the		
		procedures for marketing.	procedure; undertaking	institution's procedures		
			research; analysing work	relating to marketing.		
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
			reviewing procedure.			
AAA DUGTUU		-ı				
MARKETING	Marketing Procedure	The activities involved in	Activities include: identifying			
	Development	developing the institution's	needs for new/revised	relating to marketing.		
		procedures for marketing.	procedure; undertaking			
			research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
MARKETING	Market Research	The activities involved in	Activities include: designing	Records documenting the		
MARKETING	Market Research					
		carrying out market	and developing market	design and development of		
		research.	research tools; planning and	market research tools.		
			conducting data collection;			
			collecting, collating and			
			analysing market research			
			data.			
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MARKETING	Market Research	The activities involved in carrying out market research.	Activities include: designing and developing market research tools; planning and conducting data collection; collecting, collating and analysing market research data.	Market research data: data relating to identifiable individuals.	Yes	Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
MARKETING	Market Research	The activities involved in carrying out market research.	Activities include: designing and developing market research tools; planning and conducting data collection; collecting, collating and analysing market research data.	Market research data: aggregated data and analyses.			
MARKETING	Marketing Campaign Management	The activities involved in conducting marketing campaigns.	Activities include: planning marketing campaigns; developing marketing campaigns; implementing marketing campaigns; reviewing marketing campaigns.	Records documenting the design, implementation and review of marketing campaigns.			

MARKETING	Corporate Identity & Brand Management	The activities involved in managing the institution's corporate identity and brands.	Activities include: designing the institution's corporate identity marks (logos, etc.); controlling use of corporate identity marks; compiling and ensuring use of corporate style guides.	Records documenting the design of the institution's corporate identity marks (logos etc.).		
MARKETING	Corporate Identity & Brand Management	The activities involved in managing the institution's corporate identity and brands.	Activities include: designing the institution's corporate identity marks (logos, etc.); controlling use of corporate identity marks; compiling and ensuring use of corporate style guides.	Records documenting the development of corporate style guides for official use of corporate identity marks.		
MARKETING	Advertising Management	The activities involved in advertising the institution's programmes, facilities and services.	Activities include: designing advertisements; placing advertisement; monitoring the impact of advertisements.	Records documenting the development, placement and impact of advertisements.		

OTHER COMMERCIAL		The forest and forest the	1			
OTHER COMMERCIAL		The function of providing				
SERVICE MANAGEMENT		the [commercial service].				
OTHER COMMERCIAL	[Communication of the land	The control of the control of the	Autoritation to the description	Beautiful and the state of the		
OTHER COMMERCIAL	[Commercial Service]	The activities involved in	Activities include: identifying	Records documenting the		
SERVICE MANAGEMENT	Strategy	developing the strategy for	requirements for	development and		
		the [commercial service].	new/revised strategy;	establishment of the		
			undertaking research;	institution's [commercial		
			developing strategy	service] strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
OTHER COMMERCIAL	[Commercial Service]	The activities involved in	Activities include: identifying	Records documenting the		
SERVICE MANAGEMENT	Strategy	developing the strategy for	requirements for	development and		
		the [commercial service].	new/revised strategy;	establishment of the		
			undertaking research;	institution's [commercial		
			developing strategy	service] strategy: working		
			proposals; consulting on	papers.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of comments received;			
			producing final strategy documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
			reviewing strategy.			
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OTHER COMMERCIAL	[Commercial Service] Policy	The activities involved in	Activities include: identifying	Records documenting the		 	
SERVICE MANAGEMENT							
SERVICE IVIANAGEIVIEN	Development	developing and establishing the institution's policies for	requirements for	development and establishment of the			
			new/revised policy;				
		the [commercial service].	undertaking research;	institution's [commercial			
			developing policy proposals;	service] policies: key			
			consulting on policy	records.			
			proposals; reviewing and				
			revising policy proposals in				
			the light of comments				
			received; drafting policy				
			documents; consulting on				
			policy documents; reviewing				
			draft policy documents in				
			the light of comments				
			received; producing final				
			policy documents;				
			submitting final policy				
			documents for formal				
			approval; formally				
			approving policy				
			documents; disseminating				
			policy documents; reviewing				
			policy.				
OTHER COMMERCIAL	[Commercial Service] Policy	The activities involved in	Activities include: identifying	Records documenting the			
SERVICE MANAGEMENT	Development	developing and establishing	requirements for	development and			
		the institution's policies for	new/revised policy;	establishment of the			
		the [commercial service].	undertaking research;	institution's [commercial			
			developing policy proposals;	service] policies: working			
			consulting on policy	papers.			
			proposals; reviewing and				
			revising policy proposals in				
			the light of comments				
			received; drafting policy				
			documents; consulting on				
			policy documents; reviewing				
			draft policy documents in				
			the light of comments				
			received; producing final				
			policy documents;				
			submitting final policy				
			documents for formal				
			approval; formally				
			approving policy				
			documents; disseminating				
			policy documents; reviewing				
			pener accuments, retretting		the state of the s		

OTHER COMMERCIAL	[Commercial Service]	The activities involved in	Activities include: identifying	Records documenting the		
SERVICE MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	development of the		
SERVICE WARAGEWERT	Troccaure Development	procedures for the	procedure; undertaking	institution's procedures		
		[commercial service].	research; analysing work	relating to the [commercial		
			processes; drafting	service].		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
			reviewing procedure.			
OTHER COMMERCIAL	[Commercial Service]	The activities involved in	Activities include: identifying	Master copies of procedures		
SERVICE MANAGEMENT	Procedure Development	developing the institution's	needs for new/revised	relating to the [commercial		
JERVICE IVIANAGEIVIENT	Frocedure Development	procedures for the	procedure; undertaking	service].		
				servicej.		
		[commercial service].	research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
OTHER COMMERCIAL	[Commercial Service]	The activities involved in	The activities involved will	TO BE DEFINED BY THE		
SERVICE MANAGEMENT	Operations Management	operating/providing the	depend on the type of	INSTITUTION		
32117102 11111111111111111111111111111111	operations management	[commercial service].	service being provided.			
		[commercial control].	control comb provided:			

	T							
OTHER COMMERCIAL SERVICE MANAGEMENT	[Commercial Service] Customer Relations Management	The activities involved in establishing and managing relationships with [commercial service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting enquiries about the [commercial service] and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
OTHER COMMERCIAL SERVICE MANAGEMENT	[Commercial Service] Customer Relations Management	The activities involved in establishing and managing relationships with [commercial service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting the handling of complaints from customers of the [commercial service].	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (f), necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

OTHER COMMERCIAL SERVICE MANAGEMENT	[Commercial Service] Customer Relations Management	The activities involved in establishing and managing relationships with [commercial service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting unsolicited customer feedback on the [commercial service] and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to	
						entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
OTHER COMMERCIAL SERVICE MANAGEMENT	[Commercial Service] Customer Relations Management	The activities involved in establishing and managing relationships with [commercial service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting the design of [commercial service] customer surveys and the (anonymised, if necessary) analysis of responses.			
OTHER COMMERCIAL SERVICE MANAGEMENT	[Commercial Service] Customer Relations Management	The activities involved in establishing and managing relationships with [commercial service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Individual responses to [commercial service] customer surveys.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	

OTHER CORPORATE		The function of providing				
SERVICE MANAGEMENT		the [corporate service].				
SERVICE IVIANAGEIVIENT		the [corporate service].				
OTHER CORPORATE	[Corporate Service] Strategy	The activities involved in	Activities include: identifying	Records documenting the		
SERVICE MANAGEMENT	[corporate service] strategy	developing the strategy for	requirements for new /	development and		
SERVICE MANAGEMENT		the [corporate service].	revised strategy;	establishment of the		
		the [corporate service].	undertaking research;	institution's [corporate		
			developing strategy	service] strategy: key		
			proposals; consulting on	records.		
			strategy proposals;			
			reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents;			
			reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
OTHER CORPORATE	[6	The contract of the state of the	reviewing strategy.	Beautiful and a second and the		
OTHER CORPORATE	[Corporate Service] Strategy	The activities involved in	Activities include: identifying	Records documenting the		
SERVICE MANAGEMENT		developing the strategy for	requirements for new /	development and		
		the [corporate service].	revised strategy;	establishment of the		
			undertaking research;	institution's [corporate		
			developing strategy	service] strategy: working		
			proposals; consulting on	papers.		
			strategy proposals; reviewing and revising			
			strategy proposals in the			
			light of comments received;			
			drafting strategy			
			documents; consulting on			
			strategy documents; reviewing draft strategy			
			documents in the light of			
			comments received;			
			producing final strategy			
			documents; submitting final			
			strategy documents for			
			formal endorsement;			
			formally endorsing strategy			
			documents; disseminating			
			strategy documents;			
		1	reviewing strategy.	1		

OTHER CORPORATE	[Corporate Service] Policy	The activities involved in	Activities include: identifying	Records documenting the	 	
SERVICE MANAGEMENT	Development	developing and establishing	requirements for new /	development and		
SERVICE WANAGEWENT	Development	the institution's policies for	revised policy; undertaking	establishment of the		
		the [corporate service].	research; developing policy	institution's [corporate		
		the [corporate service].		service] policies: key		
			proposals; consulting on policy proposals; reviewing	records.		
			and revising policy proposals	records.		
			in the light of comments received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
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OTHER CORPORATE	[Corporate Service] Policy	The activities involved in	Activities include: identifying	Records documenting the		
SERVICE MANAGEMENT	Development	developing and establishing	requirements for new /	development and		
		the institution's policies for	revised policy; undertaking	establishment of the		
		the [corporate service].	research; developing policy	institution's [corporate		
			proposals; consulting on	service] policies: working		
			policy proposals; reviewing	papers.		
			and revising policy proposals			
			in the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			

OTHER CORPORATE SERVICE MANAGEMENT	[Corporate Service] Procedure Development	The activities involved in developing the institution's procedures for the [corporate service].	Activities include: identifying needs for new / revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft	Records documenting the development of the institution's procedures relating to the [corporate service].		
			procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.			
OTHER CORPORATE SERVICE MANAGEMENT	[Corporate Service] Procedure Development	The activities involved in developing the institution's procedures for the [corporate service].	Activities include: identifying needs for new / revised procedure; undertaking research; analysing work processes; drafting procedure documents; consulting on procedure documents; reviewing draft procedure documents in the light of comments received; trialling procedure; refining procedure as a result of trials; submitting final procedure documents for formal approval; formally approving procedure documents; disseminating procedure documents; reviewing procedure.	Master copies of procedures relating to the [corporate service].		
OTHER CORPORATE SERVICE MANAGEMENT	[Corporate Service] Operations Management	The activities involved in operating/providing the [corporate service].	The activities involved will depend on the type of service being provided.	TO BE DEFINED BY THE INSTITUTION		

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OTHER CORPORATE SERVICE MANAGEMENT	[Corporate Service] Customer Relations Management	The activities involved in establishing and managing relationships with [corporate service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting enquiries about the [corporate service] and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
OTHER CORPORATE SERVICE MANAGEMENT	[Corporate Service] Customer Relations Management	The activities involved in establishing and managing relationships with [corporate service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting the handling of complaints from customers of the [corporate service].	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (f), necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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OTHER CORPORATE	[Corporate Service]	The activities involved in	Activities include: handling	Records documenting	Yes	Article 6 S.1 (b), necessary	
SERVICE MANAGEMENT	Customer Relations	establishing and managing	enquiries; handling	unsolicited customer		for the performance of a	
	Management	relationships with	customer complaints;	feedback on the [corporate		contract to which the data	
		[corporate service]	conducting customer	service] and the responses		subject is party or in order	
		customers.	surveys.	provided.		to take steps at the request	
						of the data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), necessary	
						for compliance with a legal	
						obligation to which the	
						controller is subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter]	
						[Oniversity Charter]	
OTHER CORPORATE	[Corporate Service]	The activities involved in	Activities include: handling	Records documenting the			
SERVICE MANAGEMENT	Customer Relations	establishing and managing	enquiries; handling	design of [corporate service]			
SERVICE WANAGEWENT				customer surveys and the			
	Management	relationships with	customer complaints;				
		[corporate service]	conducting customer	(anonymised, if necessary)			
		customers.	surveys.	analysis of responses.			
OTHER CORPORATE	[Corporate Service]	The activities involved in	Activities include: handling	Individual responses to	Yes	Article 6 S.1 (b), necessary	
SERVICE MANAGEMENT	Customer Relations	establishing and managing	enquiries; handling	[corporate service]		for the performance of a	
	Management	relationships with	customer complaints;	customer surveys.		contract to which the data	
		[corporate service]	conducting customer			subject is party or in order	
		customers.	surveys.			to take steps at the request	
						of the data subject prior to	
						entering into a contract.	
						Article 6 S.1 (c), necessary	
						for compliance with a legal	
						obligation to which the	
						controller is subject.	
						Article 6 S.1 (e), necessary	
						for the performance of a	
						task carried out in the public	
						interest or in the exercise of	
						official authority vested in	
						the controller.	
						[University Charter]	

OTHER STUDENT SERVICE		T-1 c .: c .::		1	T		
OTHER STUDENT SERVICE		The function of providing					
MANAGEMENT		the [student service].					
OTHER STUDENT SERVICE	[Student Service] Strategy	The activities involved in	Activities include: identifying				
MANAGEMENT		developing the strategy for	requirements for new /	development and			
		the [student service].	revised strategy;	establishment of the			
			undertaking research;	institution's [student			
			developing strategy	service] strategy: key			
			proposals; consulting on	records.			
			strategy proposals;				
			reviewing and revising				
			strategy proposals in the				
			light of comments received;				
			drafting strategy				
			documents; consulting on				
			strategy documents;				
			reviewing draft strategy				
			documents in the light of				
			comments received;				
			producing final strategy				
			documents; submitting final				
			strategy documents for				
			formal endorsement;				
			formally endorsing strategy				
			documents; disseminating				
			strategy documents;				
			reviewing strategy.				
OTHER STUDENT SERVICE	[Student Service] Strategy	The activities involved in	Activities include: identifying				
MANAGEMENT		developing the strategy for	requirements for new /	development and			
		the [student service].	revised strategy;	establishment of the			
			undertaking research;	institution's [student			
			developing strategy	service] strategy: working			
			proposals; consulting on	papers.			
			strategy proposals;				
			reviewing and revising				
			strategy proposals in the				
			light of comments received;				
			drafting strategy				
			documents; consulting on				
			strategy documents;				
			reviewing draft strategy				
			documents in the light of				
			comments received;				
			producing final strategy				
			documents; submitting final				
			strategy documents for				
			formal endorsement;				
			formally endorsing strategy				
			documents; disseminating				
			strategy documents;				
			reviewing strategy.				

OTHER STUDENT SERVICE	[Student Service] Policy	The activities involved in	Activities include: identifying	Records documenting the	 	
MANAGEMENT						
WANAGEWENT	Development	developing and establishing	requirements for new /	development and		
		the institution's policies for	revised policy; undertaking	establishment of the		
		the [student service].	research; developing policy	institution's [student		
			proposals; consulting on	service] policies: key		
			policy proposals; reviewing	records.		
			and revising policy proposals			
			in the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			approving policy			
			documents; disseminating			
			policy documents; reviewing			
			policy.			
OTHER STUDENT SERVICE	[Student Service] Policy	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing and establishing	requirements for new /	development and		
		the institution's policies for	revised policy; undertaking	establishment of the		
		the [student service].	research; developing policy	institution's [student		
			proposals; consulting on	service] policies: working		
			policy proposals; reviewing	papers.		
			and revising policy proposals			
			in the light of comments			
			received; drafting policy			
			documents; consulting on			
			policy documents; reviewing			
			draft policy documents in			
			the light of comments			
			received; producing final			
			policy documents;			
			submitting final policy			
			documents for formal			
			approval; formally			
			policy.			
			approving policy documents; disseminating policy documents; reviewing			

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OTHER STUDENT SERVICE	[Student Service] Procedure	The activities involved in	Activities include: identifying	Records documenting the		
MANAGEMENT	Development	developing the institution's	needs for new / revised	development of the		
		procedures for the [student	procedure; undertaking	institution's procedures		
		service].	research; analysing work	relating to the [student		
			processes; drafting	service].		
				servicej.		
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
			l consuma procedure.			
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OTHER STUDENT SERVICE	[Student Service] Procedure	The activities involved in	Activities include: identifying	Master copies of procedures		
MANAGEMENT	Development	developing the institution's	needs for new / revised	relating to the [student		
		procedures for the [student	procedure; undertaking	service].		
		service].	research; analysing work			
			processes; drafting			
			procedure documents;			
			consulting on procedure			
			documents; reviewing draft			
			procedure documents in the			
			light of comments received;			
			trialling procedure; refining			
			procedure as a result of			
			trials; submitting final			
			procedure documents for			
			formal approval; formally			
			approving procedure			
			documents; disseminating			
			procedure documents;			
			reviewing procedure.			
OTHER STUDENT SERVICE	[Student Service] Operations	The activities involved in	The activities involved will	TO BE DEFINED BY THE		
MANAGEMENT	Management	operating/providing the	depend on the type of	INSTITUTION		
	anagement	[student service].	service being provided.			
		[Stauent Service].	Service being provided.			
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OTHER STUDENT SERVICE MANAGEMENT	[Student Service] Customer Relations Management	The activities involved in establishing and managing relationships with [student service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting enquiries about the [student service] and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]		
OTHER STUDENT SERVICE MANAGEMENT	[Student Service] Customer Relations Management	The activities involved in establishing and managing relationships with [student service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting the handling of complaints from customers of the [student service].	Yes	Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject.	Potentially	Article 9 S.2 (b), necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Article 9 S.2 (f), necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. Article 9 S.2 (g) necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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OTHER STUDENT SERVICE MANAGEMENT	[Student Service] Customer Relations Management	The activities involved in establishing and managing relationships with [student service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting unsolicited customer feedback on the [student service] and the responses provided.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	
OTHER STUDENT SERVICE MANAGEMENT	[Student Service] Customer Relations Management	The activities involved in establishing and managing relationships with [student service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Records documenting the design of [student service] customer surveys and the (anonymised, if necessary) analysis of responses.			
OTHER STUDENT SERVICE MANAGEMENT	[Student Service] Customer Relations Management	The activities involved in establishing and managing relationships with [student service] customers.	Activities include: handling enquiries; handling customer complaints; conducting customer surveys.	Individual responses to [student service] customer surveys.	Yes	Article 6 S.1 (b), necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6 S.1 (c), necessary for compliance with a legal obligation to which the controller is subject. Article 6 S.1 (e), necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. [University Charter]	