BEFORE JOINING BGU

ENQUIRIES (UK/INTERNATIONAL)

1. **Type of data** - Name, Email, Mobile number and School, address, age, period of study, subject of interest
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Admissions Marketing Alumni Event Recruitment

CRM - MARKETING

1. **Type of data** - Names, email address, course studied, year of study, qualitative opinion content
2. **Legal basis for data collection** - Consent and legitimate interest
3. **Department** - Admissions Marketing Alumni Event Recruitment
4. **Subject matter** - Students

APPLICATIONS (UK/INTERNATIONAL)

1. **Type of data** - Name, contact details, date of birth, access needs information, qualifications, ethnicity/religious belief/nationality, work experience. programme area applied for, telephone number, mobile number, external email, previosu student or not, student status, nationality, domicile.
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Admissions Marketing Alumni Event Recruitment
4. **Subject matter** - Students

WHILST AT BGU

ENROLMENT

1. **Type of data** - Name, contact details, date of birth, access needs information, qualifications, ethnicity/religious belief/nationality, highest qualification on entry, parental education, care leaver status, next of kin
2. **Legal basis for data collection** - Contract, consent and legitimate interest
3. **Department** - Admissions Marketing Alumni Event Recruitment
4. **Subject matter** - Students

HR SERVICES - ONBOARDING/INDUCTION/PAYROLL

1. **Type of data** - Name, phone number, email, address, NI Number, Date of Birth, Bank Details, Passport, pre employment medical questionnaire, ID (e.g. passport, birth certificate, driving license), address, bank statement, utility bill etc., HESA ID code, DOB, sensitive data - (disability, religion, sex, sexual orientation, ethnic origin, nationality, Gender Id, legal sex, qualifications, previous employment, leaving destination, leaving reasons, salary) Contract details - (employment dates, type, terms of employment, Academic function, FTE, Contract levels), medical information, references, email, next of kin, emergency contact, death in service nomination
2. **Legal basis for data collection** - Contract, consent and legitimate interest
3. **Department** - Human Resources
4. **Subject matter** - Students and staff

NETWORK AND SYSTEMS SET UP
WORKSTATION AND EQUIPMENT SET UP

1. **Type of data** - First Name,MiddleName,Last Name,Display Name,Full Name,Auto generated Password,Logon Name,Email Address,PostalAddress,Description, department
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - IT & Systems Development

FINANCE & ACCOUNTING

1. **Type of data** - Name, Course, Student ID, AOS Code, Bank details, student ID number, highest qualification and value of bursaries
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Finance & Accounting
4. **Subject matter** - Students and staff

STUDENT & SCHOOLS ADMINISTRATION

1. **Type of data** -
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Student & Schools Administration

ACCOMMODATION

1. **Type of data** - Name, address, email, phone number, date of birth, course information, access needs
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Accommodation

STUDENT ASSESSMENTS MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Names, Emails, Learning needs information, Student Identification Number
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Schools (Teachet development, Social sciences and Humanities)

STUDENT PLACEMENTS MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, Course Title, Student Number, Student DBS Number, Placement Address, Placement Contact Name, Placement Contact Details
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Placements
4. **Subject matter** - Students

LIBRARY & UNIVERSITY ARCHIVING MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, address, BG email, date joined, signature, card no, details of item/s requested, B-Number/ID card number, user category, signature, SCONUL Access band
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Library & University Archiving

STUDENT SUPPORT MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, contact details, details of condition (disability information/specific learning difference, mental health condition), student support number, home address, DOB, Bank details
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Student Support
4. **Subject matter** - Students

ENHANCED LEARNING & TEACHING MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Student B number, name, address, bank details, equal opportunities information, disability, school or departments, next of kin, address, holiday, sickness, cources, Reponses to survey questions
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - CELT
4. **Subject matter** - Students and counsellors

INNOVATION MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, address, email address and bank details
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Innovation

RESEARCH MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, Programme, Supervisors, title of thesis, word count, address, confirmation that all fees paid, signature, fees officer signature, student number, phone number, CV, signature, research output
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Research office
4. **Subject matter** - Students, staff and examiners

FLEXIBLE AND DISTRIBUTED LEARNING MANAGEMENT AND ADMINISTRATION

1. **Type of data** - names, emails, work history, qualifications and publishing history. Cv submitted on non-BGU template may contain further information e.g. home address, date of birth etc.
institutional contact details email, ext no., and their job title
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Flexible and Distributed Learning, school of CEI

PARTNERSHIP DEVELOPMENT & APPRENTICESHIP MANAGEMENT, REPORTING AND ADMINISTRATION

1. **Type of data** - Names, Emails, Learning needs information, Student Identification Number, assessment outcomes, employment details (name and address), DOB
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Partnership Development and Apprenticeship

VC OFFICE MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, Email address , Physical, physiological, or genetic information, Medical information, Location, Personal opinions/experiences, Bank Account details
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - VC Office

SPORTS & FITNESS MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, address, phone number, doctor's name and address, emergency contact name and phone number, medical history. If appropriate student identification number, staff job title. Photocopy of photographic ID for public members - i.e. driving licence / passport, student card (for students of other universities), work I.D., DOB
2. **Legal basis for data collection** - Consent (Consents from minors' parents) and Legitimate interest
3. **Department** - Sports & Fitness Centre

PORTERING SERVICES MANAGEMENT AND ADMINISTRATION - SECURITY, RECEPITON ETC

1. **Type of data** - Images, Student ID number. Forenames, Surname and contact number. Accommodation details if submitted., Vehicle owners Forename, Surname. The vehicle registration number, make, model and colour. ddress, cause of accident, any injuries sustained and actions taken
2. **Legal basis for data collection** - Legitimate and vital interest
3. **Department** - Portering services
4. **Subject matter** - Student, Staff and Public

ESTATES MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, address, telephone number, email, work history, qualifications, Company Name, company address, phone number, email address, bank details, VAT number
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Estates
4. **Subject matter** - Suppliers and job applicants

PLANNING, DATA REPORTING AND ANALYSIS

1. **Type of data** - Student biographical information - eg Names, DOB, various identification numbers, addresses, email, telephone numbers, disability, nationality, passport details, student ID, Enrolment information
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Planning and Data (Students and other records)

GOVERNANCE & QUALITY CONTROL MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, phone number, email, address, complaint details, qualification details, medical records, and similar confidential information, course details, contact details, allegation details, evidence - witness statements, record of decision, Job Description, Committee Membership, Dates of Service, Member Type, Experience
2. **Legal basis for data collection** - Legitimate interest
3. **Department** - Governance and Quality Control

STUDENT UNION MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Names, student identification number, gender, ethnicity, cultural identity age range, ID number, email, Medical Details, Emergency Contact
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Student Union

BUSINESS AND ENTERPRISE CENTRE MANAGEMENT (BG FUTURES)

1. **Type of data** - Names, Emails, Contact Details, Stages of Business Support, General Business Information, can include accounts, staffing information, commercially sensitive data such as plans for growth, Payslip information including, salary, NI number, expenses
Basic student data including B number, basic disability info, contact data, record of interventions with BG Futures
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - BG Futures

CONFERENCES AND EVENTS MANAGEMENT (BG LINCOLN/RETAIL)

1. **Type of data** - Names, Emails, telephone numbers, addresses, bank details
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - BG Lincoln/Retail
4. **Subject matter** - Customers and suppliers

SANDFORD CASCADE PROJECT/HERITAGE FUND MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, address, bank details, e-mail, telephone number, social media information
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Sandford Cascade

SANDFORD AWARD PROJECT/HERITAGE FUND MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Name, contact details, telephone numbers, email address, date of birth, skills, experience and qualifiactions
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Sandford Award

LORIC PROJECT MANAGEMENT AND ADMINISTRATION

1. **Type of data** - All financial transactions associated with the project including pay information for staff associated with the project, individual contact and business information, interactions with businesses and outputs
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Loric
4. **Subject matter** - Business organisations, suppliers, project team staff

BUSINESS INSPIRATION PROJECT MANAGEMENT AND ADMINISTRATION

1. **Type of data** - All financial transactions associated with the project including pay information for staff associated with the project, individual contact and business information, interactions with businesses and outputs
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Business Inspiration
4. **Subject matter** - Business organisations, suppliers, project team staff

NCOP - WIDENING PARTICIPATION & LINCHIGHER PROJECT MANAGEMENT AND ADMINISTRATION

1. **Type of data** - Names, date of birth, ethnicity, parental occupation, additional needs, postcode. Then series of questions posed asking students about there attitude to HE and likelihood of progression, Names, postcode, ethnicity, school attended, family occupation, SEN, free school meals, Suppliers address, bank details
2. **Legal basis for data collection** - Consent and legitimate interest
3. **Department** - NCOP

MASHEIN PROJECT MANAGEMENT AND ADMINISTRATION

1. **Type of data** - names, job titles, institution address, email address, telephone numbers (which may include mobile numbers), dietary requirements, any other requirements we need to accommodate at event (e.g. disability - access), name of designated individual at institution to send invoice to, information on institutions readily available on the internet, bank details
2. **Legal basis for data collection** - Contract and legitimate interest
3. **Department** - Mashein
4. **Subject matter** - Delegate or delegate's designated representative, Contacts at institutions, Internet; individuals themselves, organisations

AFTER LEAVING BGU

ALUMNI

1. **Type of data** - Checks on contact information (email, postal address, telephone), Student Identification Number, employment or further study information, information on how well the course prepared them for employment/further training or starting a business
Contact information, course information, graduation information, contact preference information, interests
Contact information i.e. name, address, telephone number and external / personal email address
2. **Legal basis for data collection** - Consent and legitimate interest
3. **Department** - Admissions Marketing Alumni Event Recruitment
4. **Subject matter** - Alumni, Graduate, Institution, Other Third Party e.g. parent or partner