



DATA PROTECTION OFFICE

Data Privacy Protection Policy for School Personnel

Appendix A

Purpose	Legal basis – personal data
School administrators and legal purposes	
Equality of opportunity monitoring and complying with requirements under laws	Legal obligation
Management and administration of personnel and employment, ex. employee evaluations, performance reviews/management, training and development; job rotation/exchanges	Contract, public task, legal obligation
Sharing data with third parties for: joint/collaborative course provision; staff exchanges and international agents/partners	Contract, public task
Accounting and financial processes; payroll and pension administration; payment of expenses; anti-fraud checks; and workforce planning	Contract; legal obligation; public task
Sharing data with pension administrators/providers	Legal obligation; contract
Annual leave management	Contract
Absence and special leave management (sickness, maternity/paternity/parental, etc.)	Contract; legal obligation
Handling grievance, disciplinary action(s) and complaints	Contract; public task
Dealing with inquiries by external regulators/bodies with official authority/powers	Legal obligation; legitimate interest
Provision and management of school services ex. IT services; library; verification processes	Contract; public task; legal obligation
Providing and managing paid-for services, ex. car parking, etc.	Contract
Organizing travel, including travel abroad	Contract; legitimate interests
Management of estate services, ex. car parking, room bookings, access to buildings	Contract
Manage payments for any paid-for services/goods via online shop	Contract; legal obligation
Communications to personnel, including surveys	Contract; legitimate interests of assessing personnel opinion on certain topics
Health and safety monitoring and reporting	Legal obligation
Management reporting	Contract; public task; legitimate interests
Defending SHC in case of legal proceedings	Legal obligation; legitimate interests
Security checks	Legal obligation; consent
Accreditation from third parties, ex. PAASCU	Legitimate interests

Academic, teaching and research purposes	
Retain research information and outputs (articles, theses, datasets etc.) in private and publicly accessible systems	Contract; public task
Submissions for research benchmarking exercises	Contract; public task
Accreditation for academic purposes	Contract; public task
Promotion of the school, ex. press releases/images (video or photographic forms)	Legitimate interests – promoting the school; consent
Recording of lectures	Contract; public task
Managing the student academic process	Contract; public task
Managing the research process, including: applications; administrative and financial reporting requirements of funders; open access and data preservation requirements of funders	Contract; public task; legitimate interests
Safety, security and prevention and detection of crime	
Operation of CCTV system	Legitimate interests
Control of access to school premises/facilities	Contract; legitimate interests
Issuing of identification/access cards	Contract
Occupational health services, including counselling	Consent; contract; public task
Health and safety monitoring, reporting and compliance	Legal obligation; contract
Disclosing information to emergency contacts and/or third parties in emergency situations	Vital interests of the data subject or another person
Where we must comply with a legal obligation	Legal obligation
Fulfilling statutory reporting requirements	Legal obligation
Archiving and research	
Retention of school records; promotional materials and other records of school activities and events, including images and videos	Public task; legitimate interests
Staff benchmarking data, sectoral analysis	Legitimate interests