

**Controller:** University of Worcester, Henwick Grove, Worcester WR2 6AJ  
**Data Protection Officer** Helen Johnstone, Head of Information Assurance, University of Worcester  
 Tel: 01905 855014, Email: infoassurance@worc.ac.uk

**RECORD OF PROCESSING: RESEARCH PARTICIPANTS, VISITORS AND SUPPORTERS (including Alumni; conference, event and summer school attendees; users of sports facilities; users of McClelland and other clinics at the University)**

Information about document retention periods can be sourced via this link: <https://www.worcester.ac.uk/informationassurance/records-management.html>.

Description of record/purpose data processed	About who	Where does the data come from	Why are we processing it?	What is our lawful basis for processing the data? (Article 6) - some or all may apply	Could any of the data be classed as special category data?	Additional lawful basis of processing special category data (Article 9) - Some or all may apply	Who do we share the data with?	Why do we share the data?	Is the data transferred to another country?	If yes, which country & details
<b>Research Participants</b>										
Definition: Individuals who have agreed to participate in a research project through, for example, taking part in an experiment or trial, completing a survey, being interviewed, or providing information through other means for the purposes of research										
Research Data specific to the research project (to be detailed on the Participant Information Sheet)	Research Participant	Research Participant	In order to collect data for research projects	Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)e) OR Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child (Article 6(1)f)	In some cases	Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes for statistical purposes in the 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	Personal data is not shared beyond the research team (which may include partners) unless explicit consent to do so has been provided	Dependent on the research project, this will be articulated on the Participant Information Sheet	Dependent on the research project, this will be articulated on the research data collection form	Dependent on the research project, this will be articulated on the research data collection form
<b>Visitors and Supporters</b>										
CCTV (please see information on relevant webpage - <a href="https://www.worcester.ac.uk/informationassurance/74.html">https://www.worcester.ac.uk/informationassurance/74.html</a> )										
Guest wi-fi accounts	Visitors to the University	Visitor	To provide visitors/guests with wi-fi on the University campus	Processing is necessary for the purposes of the legitimate interests pursued by the controller, except where such interests are overridden by the interests or fundamental rights and freedoms of the data (Article 6(1)f)	No	N/A	N/A	N/A	N/A	N/A
			To manage car parking on the University's campus and to provide anonymous data on travel distances	Explicit Consent (Article 6(1)(a))	No	N/A	No	N/A	No	N/A
Community Off-peak car parking permits	Community User	Community User	In order to arrange appropriate car parking	Processing is necessary for the purposes of the legitimate interests pursued by the controller, except where such interests are overridden by the interests or fundamental rights and freedoms of the data (Article 6(1)f)	No		No	N/A	No	N/A
Visitor car parking information	Visitor	Visitor								
Databases & guest lists for conferences and various events	Individual	Individual & others (the individual should be asked if they are happy to be on the mailbase if the contact information has come from elsewhere)	In order to invite individual to various events and conferences organised by the University	Explicit Consent (Article 6(1)(a))	No		No		No	
Gym membership	Individual	Individual	In order to allow membership of the gym	Explicit Consent (Article 6(1)(a))	No		No		No	
<b>Specific Groups</b>										

Alumni - names and contact details	Alumnus	Alumnus/Student record system on graduation; Alumnus post graduation	In order to stay in contact with Alumni and offer a range of academic, social and networking events and publications.	Processing is necessary for the purposes of the legitimate interests of the University to manage alumni and supporter relations. Alumni have the opportunity to opt out	No		No	No
Members of the Governing Body - names and contact details, c.v.	Governors	Governor	In order to manage the work of the governing body	Explicit Consent (Article 6(1)(a))	No		No	No
Members of the College of Fellows - names and contact details, c.v.s	Fellows	Fellow	In order to confer the Fellowship and to manage the work of the College of Fellows	Explicit Consent (Article 6(1)(a))	No		No	No
Recipients of honorary awards including honorary professors etc - names and contact details, c.v.s	Individual	Individual/Department	In order to confer the award and maintain a relationship with the individual	Explicit Consent (Article 6(1)(a));	No		No	No
Contact details for various Press contacts	Individual	Individual/Publication	In order to maintain relationship	Explicit Consent (Article 6(1)(a))	No		No	No
Membership of societies, associations and groups e.g. HDRC	Individual	Individual	In order to provide members with relevant updates, information about events etc	Explicit Consent (Article 6(1)(a))	No		No	No
Work experience students from schools and colleges - depending on the arrangements being made but may include contact details, DOB, and health allergies	Individual	Individual/parent/school	In order to allow the individual to undertake work experience and to ensure that any necessary precautions are put in place in terms of safeguarding or allergies	Explicit Consent (Article 6(1)(a))	Yes - health allergies	Explicit Consent (Article 9(2)(a))	No	No
<b><u>In relation to use of Specific Facilities</u></b>								
Event /Ticket Data for events held in any of the University's facilities or organised by the University elsewhere	Spectator/Attendee	Attendee	In order to facilitate attendance	Explicit Consent (Article 6(1)(a))	NO		No	No
Client/Hirer data for bookings of any of the University's facilities Unitots (please see specific Privacy Notice available from Unitots)	Client/Hirer	Client/Hirer	In order to facilitate bookings	Explicit Consent (Article 6(1)(a))	No		No	No
<b><u>In relation to attendance at any clinics or classes (e.g. Legal Advice Centre, McClelland Centre, Sports Therapy Clinic etc, health and wellbeing classes)</u></b>								
Client details (name, contact details, specific information relevant to the clinic (further details will be included on the specific clinic privacy notice)	Client	Client	In order to provide appropriate advice	Explicit Consent (Article 6(1)(a))	Yes	Explicit Consent (Article 9(2)(a))	No	No
<b><u>Health &amp; Safety</u></b>								
Accident Report Forms	Individual	Individual/University Staff	In order to record the incident, take appropriate action and comply with legislation	Processing is necessary for the purposes of the legitimate interests pursued by the controller, except where such interests are overridden by the interests or fundamental rights and freedoms of the data (Article 6(1)(f))	No		No	No