

Student Data ROPA - 12.8.2019

Category of personal data	Source of the data	Why we process it	How long we keep it	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation	Criminal conviction/criminal allegation grounds (further information)
Your dates of attendance, course of study and outcome of your studies, results of examinations, assessments, awards, scholarships and prizes conferred. Records of your student status, including whether you are on the visiting student programme and whether you are a full-time or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.	We generate this data about you.	So that we have a record of your results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance. So that we can administer and provide your course.	Permanently.	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public interest. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data	TEDI-London has a legitimate interest in processing this data so that it can deliver your course.	N/A		N/A	
Information about your health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.	We obtain this data from you. We obtain this data from third parties, such as medical professionals that you ask to provide us with information.	When we consider what reasonable adjustments to make to our provision of accommodation, catering or teaching or we need to take account of any dietary requirements you have (whether for medical or belief reasons), or where there is a medical need and any decisions that we take as a result.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms Processing is necessary for compliance with a legal obligation.	TEDI-London has a legitimate interest in taking such information into account when it makes decisions that may affect your health, wellbeing or ability to participate. Processing is also necessary for compliance with equality law, and/or food safety law.	Substantial public interest under the UK Data Protection Act 2018.	Where TEDI-London processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 and/or under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that TEDI-London must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a	N/A	
Information about your ethnicity, health, religion or philosophical beliefs and/or sexuality processed for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or	We obtain this data from you.	For equality monitoring purposes.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	TEDI-London and its students have a legitimate interest in monitoring and promoting equality of opportunity.	Substantial public interest under the UK Data Protection Act 2018.	The processing is necessary for equality of opportunity or treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.	N/A	
Records of student performance and attendance, including records of student self-assessment.	We obtain this data from you. We generate this data about you.	To help develop and guide you during your studies, our staff monitor and assess your contributions in group teaching sessions including your written work, provide feedback and may ask you to self-assess your progress.	Permanently.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	TEDI-London has a legitimate interest in keeping such records to help develop and guide students during their studies.	N/A		N/A	

Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to written work and submission of extenuating circumstances. Decision-making about such requests and records of actions taken.	We obtain this data from you. We generate this data about you.	We process this information and make decisions about you when you ask us to, and in accordance with TEDI-London's policies relating to such requests.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for the performance of a task carried out in the public interest.	TEDI-London has a legitimate interest in ensuring that such requests for assistance are considered pursuant to its procedures and in accordance with relevant legislation.	Substantial public interest under the UK Data Protection Act 2018.	Where TEDI-London processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that TEDI-London must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing is also necessary for the exercise of a protective function.		
Records of requests and bookings for rooms and facilities for events held by students/student societies, including records of any decisions TEDI-London makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of TEDI-London and for visiting	We obtain this data from you. We generate this data about you.	As part of the system for providing facilities to students and student societies.	Records will be retained for one year from the date on which a decision is made.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for the performance of a task carried out in the public interest. Processing is necessary for	TEDI-London has a legitimate interest in ensuring that such requests and bookings are considered pursuant to its procedures and in accordance with relevant legislation. TEDI-London has a legal obligation under the Education (No 2) Act 1986 to take such steps as are reasonably practicable to	Substantial public interest under the UK Data Protection Act 2018.	Where TEDI-London processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that TEDI-London must comply with its statutory obligations concerning freedom of speech within the law. The processing is also	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.	Where TEDI-London processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that TEDI-London must comply with its statutory obligations concerning freedom of speech within the law. The processing is also necessary
Financial information including your contact information and details of invoicing and payment (including payment information such as credit card or banking payment information) of fees, rooms and use of sporting and other facilities as we have assessed	We obtain this data from you. We generate this data about you.	In order to provide your course and associated services.	Records of outstanding payments will be retained until they are paid in full. Records relating to invoicing will be retained for six years after the date on which the invoice was raised to comply with HMRC requirements.	Processing is necessary for performance of our contract with you.					
Information that you submitted to UCAS and/or TEDI-London or any third party when you applied to study at TEDI-London, including your academic, employment history, predicted grades, language proficiency and personal statement; details of our admissions decision about you. Details of any references, written work or research proposals you submit as part of your application and any records	We obtain this data from you. We generate this data about you. We may also obtain this data from schools or referees.	So that we have a record of our admissions decisions and can administer your application and your course. Also so that we have information and about your background and history if we are asked to provide a reference at a later date.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	TEDI-London has a legitimate interest in being able to provide references to its students and former students.				

Details of any criminal records that you declare to us on your application, or during your studies, or of any criminal incidents or allegations concerning you reported to us by anyone else. Details of any Disclosure and Barring Service Checks about you obtained prior to or during your studies.	We obtain this data from you. We generate this data about you. We may obtain this data from third parties.	So that TEDI-London is a safe and secure environment.	Where criminal convictions, incidents or allegations are declared or reported to us, we will retain this data permanently. Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the date the certificate is received and a skeleton record that the check was satisfactory or unsatisfactory passed will be kept on your file for 6 years from the end of the academic year in which you cease to be a registered student at TEDI-London.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	TEDI-London has a legitimate interest in requiring DBS checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults.	Substantial public interest under the UK Data Protection Act 2018.	Where TEDI-London processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that TEDI-London must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.	Where TEDI-London processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that TEDI-London must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function.
Your fee status (e.g. home, EU, or international) and associated information about your country of residence, the amount of your fees and funding information including your financial declaration, details of any guarantee from parents or others, any supporting information you provide about funding (e.g. loans, grants, sponsorship and/or self-funding resources).	We obtain this data from you. We generate this data about you. We obtain this data from third parties (e.g. parents, sponsors, guarantors).	In order to determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.	For 6 years after the end of the academic year when you cease to be a registered student. For records relating to US loans the retention period may exceed 6 years as the need to retain US loan records is governed by US Government data retention regulations.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for	Legislation determines to an extent the level of fees you are required to pay, based on your country of residence. TEDI-London has a legitimate interest in being able to satisfy itself that students have appropriate arrangements are in place to meet the costs of their course and living				
Disciplinary, harassment or grievance records if a disciplinary, harassment, grievance or other complaint is made by you or about you to TEDI-London, including records of any investigation and / or decision that we take, and of any appeals process.	We obtain this data from you. We generate this data about you. We obtain this data from third parties.	So that TEDI-London can maintain appropriate standards of conduct and behaviour for the benefit of all its members and visitors.	For 3 years after last action if no formal process initiated; 6 years after last action for formal process	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	TEDI-London, its staff and students have a legitimate interest in TEDI-London being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.	Substantial public interest under the UK Data Protection Act 2018.	Where TEDI-London processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that TEDI-London must comply with its statutory obligations concerning equality and to make reasonable	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.	Where TEDI-London processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that TEDI-London must comply with its statutory obligations concerning equality and to make reasonable
Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism	We generate this data about you.	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be retained for a longer period (for example in connection with legal advice, or in relation to auditing obligations).	Processing is necessary for compliance with a legal obligation.		Substantial public interest under the UK Data Protection Act 2018.	Where it processes special category data for these purposes, TEDI-London is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for TEDI-London to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.	Where it processes special category data for these purposes, TEDI-London is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for TEDI-London to comply with its statutory and legal obligations.

Information and copies of records confirming your entitlement to study in the UK, including records of your confirmation of acceptance for studies, passport, student visa and/or biometric residence permit, attendance records.	We obtain this data from you.	To check you are entitled to study in the UK.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	TEDI-London and its students have a legitimate interest in TEDI-London's being able to provide information in order to enable it to comply with immigration law obligations. In the case of right to work information, the processing is necessary for TEDI-London to comply with the requirements of				
We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This involves us taking copies of passports and visas, which we store electronically. We also share this information with the Home Office/UK Visas and Immigration as part of our reporting obligations under immigration law.	We obtain this data from you. We generate this data about you.	Overseas students need visas in order to attend university.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your dat		Explicit consent.			
Emergency contact details.	We obtain this data from you.	So that we are able to contact people close to you in the event of an emergency.	For 6 years after the end of the academic year when you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	TEDI-London and its students have a legitimate interest in TEDI-London being able to contact someone you nominate for emergency situations.				
Contextual admissions information for undergraduate admissions (relating to information about your school performance, postcode and care background).	We obtain this data from you.	This is taken into account when assessing applications	Permanently. Please note that if you participated in an outreach programme, such data may also be held on the Higher Education Achievement Tracker. An explanation of what is held on HEAT and for how long it is retained on that system is available here: www.heat.ac.uk	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for compliance with a legal	TEDI-London has a legitimate interest in ensuring that people from a range of backgrounds have the opportunity to attend TEDI-London. Under relevant legislation TEDI-London is required to adhere to any agreement it				
Information about your contractual terms and conditions, university card number, contact details and any carer responsibilities that you tell us about.	We obtain this data from you. We generate this data about you.	So that we are able to deliver your course and can take account of your circumstances when we deliver it.	Variable for different types of personal data, up to a maximum of 6 years after the end of the academic year you cease to be a registered student	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	TEDI-London has a legitimate interest in being able to take account of relevant circumstances when providing your course.				
Applications for and decisions about financial support, for example scholarships, bursaries and hardship funds.	We obtain this data from you. We generate this data about you. We may receive decisions from third	In order to make decisions about financial support and to ensure that TEDI-London is encouraging and supporting participation by talented people from all backgrounds.		Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for performance of a task in the public interest.	TEDI-London has a legitimate interest in receiving, considering and making decisions about financial support in the interests of its students.				

Records relating to degree ceremonies; attendees, catering requirements, names of your guests.	We obtain this data from you. We generate this data about you.	In order to provide and operate degree ceremonies.	These records will be retained for one year from the date on which the ceremony took place.	Processing is necessary for performance of our contract with you.					
Records concerning nominations and decisions to confer prizes, scholarships and awards.	We obtain this data from you. We generate this data about you.	In order to decide who is to receive scholarships, awards or prizes.	1 year for unsuccessful applications/nominations; current year plus 6 for awards made	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	TEDI-London has a legitimate interest in making awards and awarding scholarships and prizes to students, and in fulfilling the wishes of its				
Student debtor records and records of debts recovered, records of decisions we take about debts.	We generate this data about you.	In order to consider and take appropriate action. Depending on the circumstances this may include exploring alternative funding options and support that TEDI-London may offer, instalment payments, considering and implementing other measures to recover debts, such as late payment charges, disciplinary options	Records of outstanding payments will be retained until they are paid in full (or a final decision is made in relation to recovery of the debt). Information will otherwise be retained for 6 years from the date on which you cease to be a registered student of TEDI-London.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	TEDI-London has a legitimate interest in being able to collect debts owed by students and former students.				
Records of any decisions that you tell us about regarding your course, such as options you wish to take, or if you decide to change or withdraw from your course, intermit or suspend your studies.	We obtain this data from you. We generate this data about you.	In order to consider and make decisions about your requests.	For 6 years after the end of the academic year when you cease to be a registered student.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	TEDI-London has a legitimate interest in being able to make decisions about your requests in accordance with its regulations and procedures.				
Records of any decisions we									
Welfare records, including confidential records about requests for support and counselling, and of support and counselling provided.	We obtain this data from you. We generate this data about you.	In order to provide support and counselling services to our students.	For 6 years after the end of the academic year when you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data	TEDI-London and its students have a legitimate interest in providing and having access to support and counselling services.	Explicit consent.			
Mailing lists informing you about events and other information about TEDI-London.	We generate this data about you.	To enable students to participate in TEDI-London events.	Your email contact data will be removed from mailing lists within three months of the date on which you cease to be a registered student at TEDI-London.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data	TEDI-London and its students have a legitimate interest that students are notified of information about TEDI-London (for				
Data listed in this table that we hold after the end of your contract with us.	We obtain this data from you. We generate this data about you.	In order to provide references, and so that we have a record if required by a regulator, for archiving and research purposes and/or for the purposes of legal claims.	See periods listed elsewhere in this table.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	TEDI-London has a legitimate interest in being able to provide references to its students and former students, and in being able to provide information to regulators, and/or defend or make legal claims.	Processing is necessary for the establishment, exercise or defence of legal claims.	TEDI-London is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.	Processing is necessary for the establishment, exercise or defence of legal claims.	TEDI-London is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.