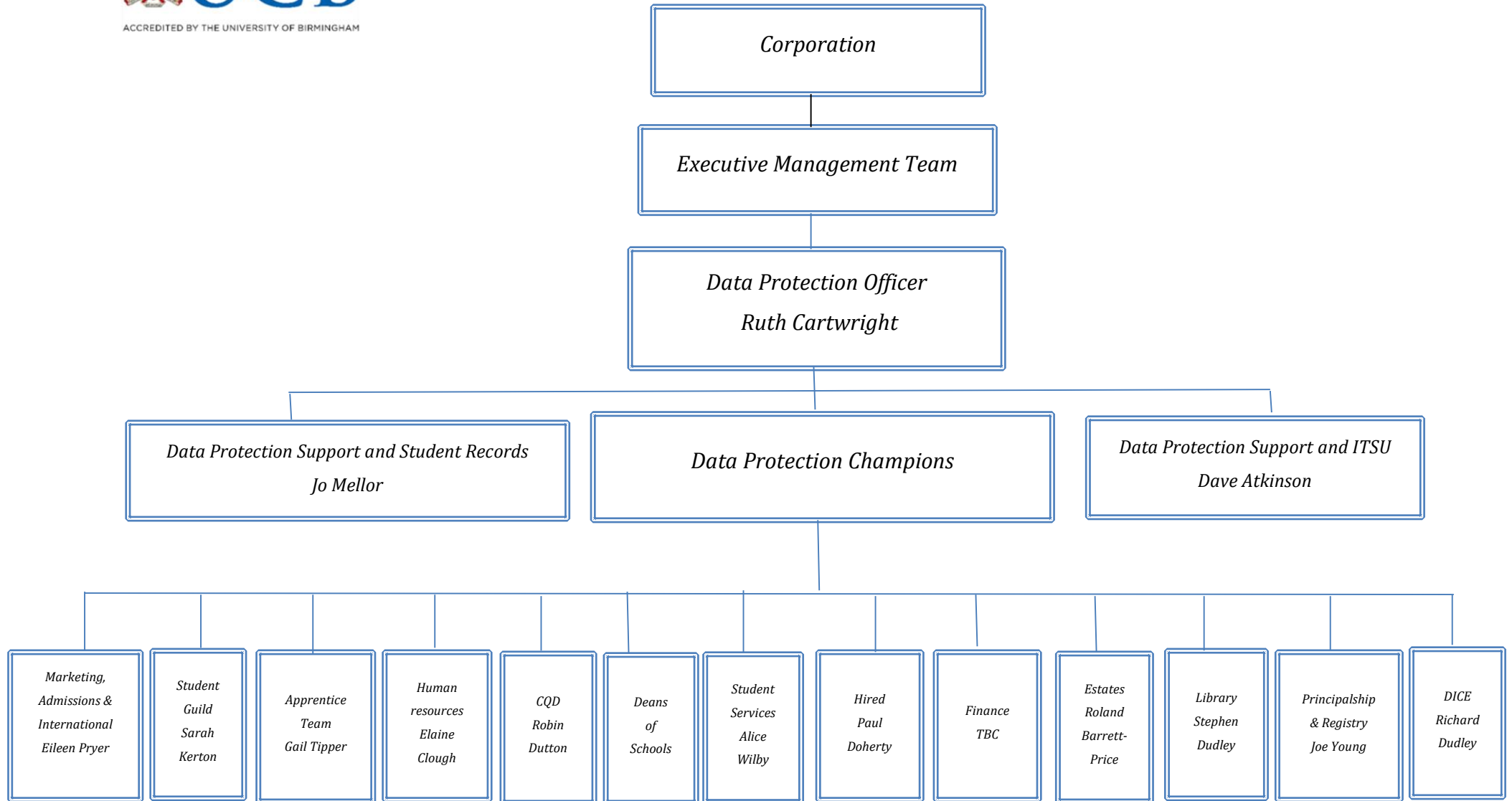


UCB GDPR Management Structure



Data Protection Champions

Area	Name	Systems	Other Data
College of Food	Neil Rippington	Restaurant Bookings – OpenTable Food in Focus System	Student paperwork held by academic staff such as medical forms, parent contact Trip forms Student references Function contracts Plagiarism records Dissertation databases
School of Sports and Creative Services	Tsai Lovett/Elaine Limond	PremierSpa Laser Machine, Observe 520 Skin Analyser Pad Uniform collection software Jellybean E-Clinic	Paperwork completed by clients for Spa Gym membership forms and paperwork Safety data sheets – COSHH Student paperwork held by academic staff such as medical forms, parent contact Trip forms Student references Plagiarism records Dissertation databases
School of Education, Health and Community	Dean of School TBC	PGCE Database DBS	PGCE Paperwork e.g. interviews, medical forms, placements, NQT paperwork Student paperwork held by academic staff such as medical forms, parent contact Trip forms Student references Plagiarism records Dissertation databases

School of Business	Dilshad Sheikh	Enterprise Hive Data BSeen	Student paperwork held by academic staff such as medical forms, parent contact Trip forms Student references Plagiarism records Overseas block programme data Dissertation databases
Learning Services	Learning Services Stephen Dudley	ASC Booking Systems – SimplyBookMe Sonocent LUCID LADS Software Student Needs Assessments DSA information Smoothbook English proficiency tests English language course details and results and assessments Admissions database Videos for English teaching & assessment	
DICE – E-learning	Richard Dudley	Canvas Planet E-Stream Turnitin Campus Pack PebblePad Learning Assistant Google Analytics Google Drive – archived assignments Blackboard Archive Helix Media Archive Camtasia relay archive Evasys Solution path – Stream Grammarly Panopto	

DICE – Web Development	Richard Dudley	SOL Portal New system development	
Estates	Roland Barrett-Price	WAM CCTV VisitorNet	Contractor personal information Staff information held for UCB vehicles etc. Contact information for contractors/suppliers
Exams/Registry	Joe Young	Promonitor (Historical data only) Graduation Database Exams (spreadsheets, special provision database, certificates) Deferrals Database Repeaters Database (Historical data only) Extenuating Circumstances Registers Celcat Invigilator database, timesheets & bookings Exam Board minutes EDI Transfers Transcripts Learning Assistant Scholarships Teaching quality assessment information	Psychological assessment forms Access arrangement assessment forms Attendance slips (exams) GCSE registration and exam attendance External student ID copy Student assessment copies for external validation Extenuating Circumstances Forms Deferral Forms Graduation Folders Scholarships Forms Appeals
CQD	Robin Dutton	Walled Garden Student Complaints External Examiners/Industry representatives Data Sent to Awarding Bodies	Qualification Approval Forms
Finance	TBC	Agresso Business World Way2Pay Control Account Cambridge Online Banking DBS Payment System Debtors Database Counter Solutions (EPOS)	Supplier/Customer Creation Forms Tuition Fee Deposit Forms Invoice/Credit/Purchase order Copies with personal information Any financial information held which holds personal information, such as accommodation payment agreements, SFE remittances, staff expenses etc. Learner Support Forms

		Kick Start	Student Events Payment sheets Trip forms and foreign currency returns etc.
Hired	Paul Doherty	InPlace Abintegro Alumni Placement information Incidents Unitemps Employer dashboard Hired Connect	Evaluations Health and Safety forms Incident Forms Placement questionnaires CV/Resumes Medical questionnaires
ITSU	Dave Atkinson	Sharepoint – Student electronic documents Microsoft Exchange Email System Microsoft Products Dropbox Office 365 Active Directory MyPC Helpdesk Safecom ResVs	Data Access Request Forms
Library	Stephen Dudley	OCSL System Overdue books database Online resources access Interlibrary loans Sconul Access System	Library documentation such as stationery bookings, incident reports etc.
Marketing/Admissions & International	Eileen Pryer	UCAS CRM/Data Harvesting Forms set up for open days/visits etc. Marketing Shared Drive – all content Applications systems (including International) Survey Planet Dotmailer	Work Experience Folders Unifest

		Facebook/Twitter etc. International Agent Data Attendance Records for Overseas Students CAS records VISA returns/extensions Meet & Greet information Student Application data (Filemaker)	
Human resources	Elaine Clough	Jane Personnel System PDR System Staff Files Employment Applications System Protocol staff information ProObserve	All Employee records held on paper All Employment applications held on paper Contact information for suppliers/visiting Guest Speaker Information Lesson observation records
Principalship	Joe Young	Corporation minutes Corporation Member Details & Declared Interests EMT Files Business Contacts	
Student Records	Ruth Cartwright/Jo Mellor	Student Records DLHE tracking information Deferrals Database Communication from Finance to Students Student Finance Database & Spreadsheets Achievement files Advanced Learner Loans Database Attendance Confirmation Reports SLC Change of Circumstances Old Microcompass Fee waiver information Kickstart information SOL	Student Enrolment Forms and associated paperwork Destinations Forms Change of Address forms Grant signing sheets

		Counter Services Symmetry	
Student Services	Alice Wilby	CoreNet Accommodation Financial Support Prevent At-risk data Council Tax Myconcern Safeguarding	Student financial support application forms
Student Guild	Sarah Kerton	All Guild membership records Sports & Societies membership Memberships Solutions Limited	
Apprentice Team	Gail Tipper	SmartAssessor Apprentice Database Smart Apprentice Apprenticeship databases	Data on apprentices, apprentice applications, enquiries, employers Apprentice paperwork such as NI copies/passports/enrolment forms/payslips etc.