

# ***University of Greenwich Appropriate Policy Document (APD)***

## **Introduction**

The Data Protection Act 2018 (DPA 2018) outlines the requirement for an Appropriate Policy Document (APD) to be in place when processing special category (sensitive) and criminal offence data under certain specified conditions. The Information Commissioner's Office (ICO) has produced a [template APD](#), which this document is based on.

Where the substantial public interest legal basis is used for these purposes, or the condition for processing employment, social security and social protection data, an APD is required to be in place, demonstrating that these conditions are compliant with the requirements of the General Data Protection Regulation (GDPR) Article 5 principles.

### **1. Substantial public interest legal basis**

The University of Greenwich uses this legal basis in the following circumstances:

- When providing information to investigative authorities for the purposes of the prevention or detection of crime – the specific condition that would apply is the preventing or detecting unlawful acts condition.
- When processing backup data for ICT management purposes - the specific condition that would apply is the preventing or detecting unlawful acts condition.
- When processing student personal data or student application data – the specific condition that would apply is the equality of opportunity or treatment condition.
- When processing student complaints or student disciplinary data – the conditions that would apply to these types of processes would be the equality of opportunity or treatment condition, the preventing or detecting unlawful acts condition, or the safeguarding of children and individuals at risk condition.
- When processing student academic appeals or extenuating circumstances data under the activity of student assessment administration – the specific condition that would apply is the equality of opportunity or treatment condition.
- When processing student special exam requests under the activity of student assessment administration - the conditions that would apply to these types of processes would be the equality of opportunity or treatment condition, or the support for individuals with a particular disability or medical condition.
- When processing student placement data such as tutor and student reviews, reports, evaluation, summaries, handbooks – the conditions that would apply to these types of processes would be the equality of opportunity or treatment condition, or the safeguarding of children and individuals at risk condition.
- When processing student data which might include information regarding a disability, reasonable adjustments for that, health and safety measures regarding students in halls of residence or University buildings – the conditions that would apply to these types of processes would be the support for individuals with a particular disability or medical condition, or the safeguarding of children and individuals at risk condition.

### **2. Processing employment, social security and social protection data condition**

The University of Greenwich uses this legal basis in the following circumstances:

- When sharing staff occupational health data with outsourced occupational health providers - the conditions that would apply to this would be the equality of opportunity or treatment condition, or the support for individuals with a particular disability or medical condition.
- When sharing data with regulatory bodies for the purposes of health and safety – this could be staff, student or associate data. The specific condition that would apply is the regulatory requirements condition.
- When processing accident and incident reports and data, RIDDOR forms, DSE assessments, or eye tests data for the purposes of health and safety monitoring. The specific condition that would apply is the regulatory requirements condition.
- When processing staff equal opportunities data, for the purposes of job applicant and staff analysis and monitoring. The conditions that would apply to these types of processes would be the equality of opportunity or treatment condition, and the regulatory requirements condition.
- When processing job applicant personal data, or staff personal data, including staff sickness data and medical certificates; or staff training and development data, including for apprenticeship management; or staff appraisal data; or staff grievance or disciplinary data; for the purposes of staff administration or management. The conditions that would apply to these types of processes would be the equality of opportunity or treatment condition, or the regulatory requirements condition, the preventing or detecting unlawful acts condition, or the safeguarding of children and individuals at risk condition.
- When processing Student Ambassador information for the purposes of the student ambassador process - the conditions that would apply to these types of processes would be the equality of opportunity or treatment condition, the preventing or detecting unlawful acts condition, or the safeguarding of children and individuals at risk condition.

### 3. Criminal offence data

The University of Greenwich may process criminal offence data under the following circumstances:

- When recruiting staff or students. The legal bases for this processing are Compliance with a Legal Obligation, and Legitimate Interests. The reasoning behind this is as follows: in order for the University to comply with safeguarding and safety regulations; to pursue a legitimate interest in ascertaining the suitability of individuals for a staff role; or to ascertain the suitability of students entering professional programmes.

## Compliance with the requirements of the General Data Protection Regulation (GDPR)

### Article 5 principles

The University undertakes that it shall process this data lawfully, fairly and in a transparent manner. The legal bases for processing are set out in this document; and more information about the purposes for processing the data can be found in the University's [privacy notices](#), the [Data Processing Activities Register \(DPAR\)](#), and the University's [retention schedules](#). We only process the data where we have valid reasons for doing so; we only collect and process the data which is needed for these purposes. We take reasonable steps to ensure the personal data we hold is not incorrect or misleading, and we have processes in place for ensuring that we do not keep personal data for longer than we need it. We have many measures in place for ensuring the appropriate security of the data, including having a [Privacy Impact Assessment](#) and Information Security Checklist process in place. We also have the necessary [information security](#) and [data protection policies](#), and we regularly review them.