



Record of Processing Activities

Why do we process personal data?

We process personal data to enable us to provide services, support and education to our students, staff and others, and to conduct research. This includes advertising and promoting Norland and the services we offer; publication of newsletters; alumni relations and fundraising; undertaking research; managing our accounts and records; and providing commercial activities to our customers.

We also process personal data by way of collecting and monitoring visual images via the use of CCTV systems for security purposes and also the prevention and detection of crime. We use this data where necessary for monitoring security, to support the local police force with reported public disturbances that may occur in the vicinity of Norland's premises and also to support the investigation of disciplinary proceedings against staff and students.

Throughout all stages of our data processing, we will remain compliant with data protection legislation, including UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the EU General Data Protection Regulation to the extent that it applies.

What types of personal data do we process?

We only process personal data which is necessary for the purposes detailed above. We do not process any personal data that we do not need to. The types of personal data that we process may include the following:

- Personal and family details
- Lifestyle and social circumstances
- Education details and student records
- Employment details
- Financial details
- Attendance records and details of disciplinary proceedings
- Vetting checks and Disclosure and Barring Service details
- Visual images e.g.: those obtained by CCTV, lecture capture and Norland-appointed photographers
- Data held in order to publish Norland publications and promotional materials
- Data relating to criminal convictions and proceedings

Further information about what personal data we process and why, can be found in Norland's privacy notices.

We also process the following special categories of personal data:

- Racial or ethnic origin
- Political opinion
- Religious or philosophical beliefs
- Trade union membership



- Health data
- Sex life or sexual orientation

For further information on our legal basis for processing special category personal data, please refer to the Appropriate Processing Document.

Whose personal data will we process?

We process personal data about the following types of person:

- Prospective students, applicants to Norland and students of the university
- Alumni / Norlanders / PAN members
- Applicants, employees, contracted and temporary personnel
- Third parties providing placements for students
- Third parties registered with the employment agency
- Individuals captured by CCTV or photography
- Suppliers, professional advisors and consultants
- Visitors and guests to Norland

Who might we share this personal data with?

We sometimes need to share the personal data we hold with other parties. A description of the types of people, parties and organisations that we may be required to share personal data with is as follows:

- Professional and regulatory bodies
- Current, past or prospective employers
- Suppliers and service providers, including consultants and professional advisors
- Internal and external auditors
- Healthcare, social and welfare organisations
- Relevant government departments such as the Home Office, HMRC and local authorities
- Financial organisations, debt collection and tracing agencies
- Trade unions and staff associations
- Courts, tribunals and legal representatives
- Police forces and other security and law enforcement organisations

What happens when we need to share personal data with people or organisations who are outside the United Kingdom?

It may be necessary for us to transfer personal data outside of the UK for example as part of the recruitment process carried out by the Norland Agency. We have processes in place to ensure that any transfer we make are carried out in compliance with data protection requirements and we ensure that the same safeguards and protections of personal data are in place.

How long will we keep the personal data we process for?



Norland only holds personal data for as long as is necessary for the purposes(s) for which it is collected and we have a detailed schedule of retention timeframes in place. The Data Retention Policy and Schedule provides further information on the retention and destruction of data.

What steps do we take to keep personal data secure?

Data security is a priority for us and we have various measures in place to keep all personal data secure. We have a number of policies and procedures which support our overall governance and information security. Our Information Asset Registers ensure we know what data is held and where and our Information Security policies set out the requirements to ensure that personal data is safeguarded.

Document Control Information	
Policy title:	Record of Processing Activities
Summary description:	This document explains how Norland processes and protects special category and criminal convictions data, ensuring it is handled lawfully, securely and only where necessary. It outlines the legal basis for processing, the safeguards and accountability measures in place, and Norland's commitment to complying with data protection principles, retaining data only for as long as required and protecting the rights of individuals.
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