



Register of data controllers

Entry details

Organisation name : The Royal College of Science Association

Registration reference : A8209764

Application date : 03 September 2017

Organisation Address

[REDACTED]
14-15 Belgrave Square

London

SW1X 8PS

Trading names

RCSA

RCS Association

Customer enquiry contact details

Honorary Secretary - Data Control
[REDACTED]

Imperial College

London

SW7 2AZ

Email address [REDACTED]

Nature of work description

Nature of work - University

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide education and support services to our students and staff; advertising and promoting the university and the services we offer; publication of the university magazine and alumni relations, undertaking research and fundraising; managing our accounts and records and providing commercial activities to our clients. We also process personal information for the use of CCTV systems to monitor and collect visual images for the purposes of security and the prevention and detection of crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education details and student records
- education and employment details
- financial details
- disciplinary and attendance records
- vetting checks;
- goods or services provided
- visual images, personal appearance and behaviour
- information held in order to publish university publications

We also process sensitive classes of information that may include:

- racial or ethnic origin
- trade union membership
- religious or other similar beliefs
- physical or mental health details
- sexual life
- offences and alleged offences
- criminal proceedings, outcomes and sentences

Who the information is processed about

We process personal information about:

- students
- employees, contracted personnel
- suppliers, professional advisers and consultants
- business contacts
- landlords, tenants
- complainants, enquirers
- donors and friends of the University

- authors, publishers and other creators
- persons who may be the subject of enquiry
- third parties participating in course work
- health, welfare and social organisations
- friends of the University
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- current, past or prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- suppliers and service providers
- student union
- financial organisations
- debt collection and tracing agencies
- auditors
- police forces, security organisations
- courts and tribunals
- prison and probation services
- legal representatives
- local and central government
- consultants and professional advisers
- trade union and staff associations
- survey and research organisations
- press and the media
- voluntary and charitable organisations
- landlords

Trading and sharing personal information

Personal information is traded and shared as a primary business function. For this reason the information processed may include name, contact details, family details, financial details, employment details, and goods and services. This information may be about customers and clients. The information may be traded or shared with business associates and professional advisers, agents, service providers, customers and clients, and traders in personal data.

Undertaking research

Personal information is also processed in order to undertake research. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, goods and services. The sensitive types of information may include physical or mental health details, racial or ethnic origin and religious or other beliefs. This information is about survey respondents. Where necessary or required this information may be shared with customers and clients, agents, service providers, survey and research organisations.

Consulting and advisory services

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

Additional information not published on the public register**Compliance questionnaire**

	Yes	No
Someone in my place of work is responsible for making sure we comply with the Data Protection Act	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relevant people in my place of work have been trained in how to handle personal information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When collecting personal information, we tell people how we will use it	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We have a process in place so we can respond to requests for the personal information we hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We keep records of people's personal information up to date and don't keep it longer than necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We have measures in place to keep the personal data we hold safe and secure	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Tier assessment questionnaire

	Yes	No
Is your organisation a charity or have exempt charitable status?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does your organisation have more than 249 staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the organisation a public authority as defined in the Data Protection Act 1998?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did your organisation have a turnover of £25.9 million or more in the last financial year?	<input type="checkbox"/>	<input type="checkbox"/>
Has your organisation been in existence for more than a month?	<input type="checkbox"/>	<input type="checkbox"/>

Main contact details

Title: Mr
First name: Robert
Last name: Park

Address:

[Redacted address line]

14-15 Belgrave Square
London

SW1X 8PS

Email address: [Redacted email address]

Telephone number: [Redacted telephone number]

End of Report