



## Statement of Tasks in the Public Interest

### 1. Introduction

Whenever UCL uses personal data, it needs to establish a legal basis for doing so in line with the General Data Protection Regulation (GDPR).

One of these legal bases is the 'public task' ground. This will apply where the processing of personal data is necessary in order to perform a task in the public interest which is laid down by law, or in the exercise of official authority laid down by law.

Universities are classed as public authorities for the purposes of data protection law. Current guidance issued by the UK Information Commissioner's Office (ICO) indicates that the 'public task' ground for processing is likely to apply to much of the processing of personal data carried out by universities, depending on the detail of their constitutions and legal powers. However, the ICO also states that where a university's processing is separate from its tasks as a public authority, other legal bases may be more appropriate.

UCL processes personal data in relation to a wide variety of activities and not all of those activities will be undertaken in UCL's capacity as a public authority. This statement looks to clarify when UCL will be carrying out tasks in the public interest in its capacity as a public authority and therefore can rely upon the 'public task' ground for processing personal data set out in the GDPR.

This statement draws upon UCL's Charter and Statutes, which establish the purposes for which the University was incorporated and its related powers, and UCL's 2034 strategy.

### 2. Establishing a legal basis for processing

Where UCL processes personal data in connection with the carrying out of tasks in the public interest in its capacity as a public authority, UCL should rely on the 'public task' ground as its lawful basis for processing that personal data.

Where the processing of personal data by UCL is separate from UCL's tasks as a public authority, a basis for processing that personal data other than the 'public task' ground is likely to be the most appropriate one to use.

Please note that where UCL processes 'special categories of personal data' or criminal convictions data in its capacity as a public authority then a legal basis for processing that personal data will need to be found in line with the GDPR in addition to the 'public task' ground.

Further guidance on the topic of establishing a legal basis for processing personal data is available on UCL's GDPR website.

### 3. Circumstances in which UCL acts in its capacity as a public authority



**A. UCL's core purposes**

UCL will be carrying out tasks in its capacity as a public authority when it carries out the following tasks.

Category	Description
<b>Education Core Purpose</b>	
Education	<p>Providing courses of education at undergraduate and postgraduate level, engaging with and providing educational opportunities and resources to the wider public, demonstrating academic leadership and making UCL a global educational establishment.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• providing educational courses in a variety of forms, such as online, face-to-face and distance learning</li> <li>• teaching on undergraduate and postgraduate courses</li> <li>• arranging and facilitating student placements and exchanges</li> <li>• running summer schools</li> <li>• providing continuing professional development</li> <li>• providing executive education</li> <li>• providing a range of personal learning courses</li> <li>• carrying out cross-disciplinary educational activities</li> <li>• carrying out ancillary activities to facilitate the provision of educational courses, such as teacher development</li> </ul>
Qualifications	<p>Awarding recognised forms of undergraduate and postgraduate level educational qualifications such as degrees, diplomas and certificates.</p> <p>This includes where UCL cooperates with other institutions to award joint degrees and other qualifications.</p>
Awards and prizes	<p>Founding and awarding scholarships, bursaries, studentships, medals and prizes.</p>
Publication of educational material	<p>Providing, publishing and distributing educational material in a variety of forms, including to members of the public.</p>
<b>Research Core Purpose</b>	
Research	<p>Facilitating and carrying out research in any field and encouraging and carrying out research that looks to address global challenges and provide long-term benefits to humanity.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• research carried out by students at both undergraduate and postgraduate level</li> <li>• research carried out by UCL staff</li> <li>• research carried out jointly with third parties</li> <li>• supervising research students</li> <li>• encouraging and facilitating cross-disciplinary research</li> <li>• carrying out ancillary activities to facilitate and support research, such</li> </ul>

Category	Description
	<p>as purchasing research-specific technology</p> <ul style="list-style-type: none"> <li>publishing research papers, articles, books etc.</li> </ul> <p>It may include research which is entirely funded by private companies.</p>
<b>Innovation Core Purpose</b>	
Innovation	<p>UCL sees innovation in the fields of education and research, including the commercialisation of UCL's research, as part of its core purposes.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>knowledge exchange and enterprise activities</li> <li>developing research and innovation excellence across UCL</li> <li>finding creative solutions to global social issues</li> <li>showing academic leadership in the field of innovation</li> <li>the creation of 'innovation clusters' around UCL</li> <li>providing relevant skills and training to students and staff</li> <li>providing advice and mentoring, encouraging start-ups and the creation of spin-offs</li> <li>supporting student entrepreneurship societies</li> <li>the activities of UCLB</li> <li>the activities of UCL Innovation and Enterprise</li> </ul>

**B. Ancillary activities linked to furthering UCL's core purposes**

UCL will be carrying out tasks in its capacity as a public authority when it carries out the following tasks, which are seen as being carried out to further UCL's core purposes of education, research and innovation.

Category	Description
<b>Facilities</b>	
Facilities	The provision and maintenance of facilities such as libraries, museums, labs, classrooms, residential accommodation, club premises, sports fields, lands, furniture, apparatus, equipment and books, in addition to IT services and facilities.
Goods and services	The procurement of goods and services to facilitate or further UCL's core purposes.
<b>Governance</b>	
Governance	The governance of UCL, including the exercise of the powers and duties of the Council, the Academic Board and other individuals involved in the governance of UCL.
<b>Planning</b>	



Category	Description
Planning	This includes UCL's strategic and operational planning and coordination activities, including those activities undertaken as part of the implementation and delivery of UCL 2034.
<b>Staff</b>	
Management of UCL staff	This includes establishing or abolishing both academic and non-academic posts, appointing candidates to roles, removing staff from roles and determining the terms of employment contracts, staff pay and benefits.
Payment of salaries, pensions and benefits	The payment of staff members' salaries and pensions, including to employees' widows or widowers and dependants, and the provision of benefits to staff members.
<b>Financial</b>	
Grants	Soliciting, receiving and administering grants, donations, gifts and loans of all types of property (including IP).
Trustees	Acting as trustees or managers of property, endowments etc. for the purposes of education or research.
Investment	Investing money in accordance with UCL's Charter and Statutes.
Fees	Demanding and receiving fees, subscriptions and deposits.
Guarantees	Giving guarantees to financial and commercial institutions.
Raising funds	Borrowing and raising money, including the charging of UCL's assets as security.  Building UCL's endowment funds in order to support students from low income backgrounds, including as part of UCL 2034.
<b>Property</b>	
Property	Acquiring, constructing, maintaining and managing real and other property.  This includes working on projects to create educational, research and cultural hubs both in the UK and overseas.
<b>Insurance</b>	
Insurance	Making appropriate insurance arrangements.  This includes putting in place insurance for Council members in respect of criminal prosecution brought against them in the course of carrying out their roles.



Category	Description
<b>Third party relationships</b>	
Relationships with other educational institutions	Maintaining and developing UCL's relationships with other educational institutions.  This includes developing relationships with schools and higher educational institutions around the world to promote education, research and innovation and to establish UCL as London's Global University.
Charities	Subscribing to charities and granting charitable donations.
Amalgamation	Amalgamating with educational or research institutions with the same or similar charitable purposes.
Strategic partnerships	Building and maintaining strategic partnerships with third party organisations such as the NHS, private businesses and government agencies.
<b>Students' Union</b>	
Students' Union	This includes activities in relation to the Students' Union.
<b>Student recruitment and experience</b>	
Student recruitment	This includes working with schools to raise aspirations and to help recruit students from under-represented groups at UCL.
Student experience	Working to achieve high levels of student satisfaction and to become a world leader in the use of technology to enhance student experience and the quality of learning. This also includes the provision of student support services.
<b>University of London</b>	
Exercise of University of London powers	UCL is a member of the University of London. This category includes exercising the powers of the University of London as authorised by the University of London.

#### 4. Further information

If you have any questions on this statement, please contact the data protection team at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).