

PROCEDURES FOR EXCHANGE OF REGISTRATION, CLASS LIST AND WSTA DATA BETWEEN THE UNIVERSITY AND A COLLABORATIVE PARTNER

PROCEDURE FOR EXCHANGE OF REGISTRATION LIST OR PROGRESSION LIST EXCEL (.XSLX) FILES WITH A PARTNER.

This procedure must be read in conjunction with the **Principles for transferring personal data with collaborative partners** document.

Step	What	Where	Who	Comments
START OF PROCESS				
1	Registration List / Progression List created in Excel	University	CPO Admin	CPO = Collaborative Partnerships Office
2	Registration List / Progression List encrypted using the Protect Document function in Excel using a strong password	University	CPO Admin	Strong password must be as per 'Principles for transferring personal data with collaborative partners' document.
3	Strong password communicated to partner by telephone, instant messenger, letter, Skype chat or by SMS text	University	CPO Admin	Personal phone or a personal account not to be used. Password not sent by email. See 'Principles for transferring personal data with collaborative partners' document.
4	Encrypted Registration List / Progression List attached to email & email sent to partner	University	CPO Admin	
5	Email containing Encrypted Registration / Progression List received by partner	Partner	Partner Admin	
6	Encrypted Registration List / Progression List downloaded to computer file system and decrypted	Partner	Partner Admin	This must be a secure system as outlined in the 'Principles for transferring personal data with collaborative partners' document.
7	Registration List / Progression List updated with student details	Partner	Partner Admin	
8	Updated Registration List / Progression List encrypted using the Protect Document function in Excel using the strong password communicated under step 3	Partner	Partner Admin	
9	Encrypted Registration List / Progression List attached to email & email sent to University	Partner	Partner Admin	
10	Encrypted Registration List / Progression List downloaded to computer file system and decrypted	University	CPO Admin	This must be a secure system as outlined in the 'Principles for transferring personal data with collaborative partners' document.
11	Data input to University SCMS	University	CPO Admin	SCMS = Student and Course Management System
END OF PROCESS				

PROCEDURE FOR COMMUNICATION OF CLASS LIST EXCEL (.XSLX) FILES TO A PARTNER TO INCLUDE CLASS LISTS SENT WITH AN INVOICE.

This procedure must be read in conjunction with the **Principles for transferring personal data with collaborative partners** document.

Step	What	Where	Who	Comments
START OF PROCESS				
1	Class List created in University SCMS, exported to Excel file format	University	CPO Admin	SCMS = Student and Course Management System CPO = Collaborative Partnerships Office
2	Class List encrypted using the Protect Document function in Excel using a strong password	University	CPO Admin	Strong password must be as per 'Principles for transferring personal data with collaborative partners' document.
3	Strong password communicated to partner by telephone, instant messenger, letter, Skype chat or by SMS text	University	CPO Admin	Personal phone or a personal account not to be used. Password not sent by email. See 'Principles for transferring personal data with collaborative partners' document.
4	Encrypted Class List attached to email & email sent to partner	University	CPO Admin	
5	Email containing Encrypted Class List received by partner	Partner	Partner Admin	
6	Encrypted Registration List / Progression List downloaded to computer file system and decrypted	Partner	Partner Admin	This must be a secure system as outlined in the 'Principles for transferring personal data with collaborative partners' document.
7	Data used to confirm registration	Partner	Partner Admin	
END OF PROCESS				

PROCEDURE FOR EXCHANGE OF WSTA (WITHDRAW, STUDY BREAK, TRANSFER, AMEND) PDF (.PDF) / WORD (.DOCX) FORM TO THE UNIVERSITY.

This procedure must be read in conjunction with the **Principles for transferring personal data with collaborative partners** document.

Step	What	Where	Who	Comments
START OF PROCESS				
1	Partner student makes a request to withdraw / go on a study break / transfer / amends their details, and a WSTA form in PDF or Word format is completed by partner detailing the request	Partner	Partner Admin	WSTA = Withdraw, Study break, Transfer, Amend. WSTA PDF (or Word if requested) form template circulated to Partner beforehand. The form and data must be on a secure system as outlined in the 'Principles for transferring personal data with collaborative partners' document.
2	WSTA form encrypted using the protect document function in Acrobat or Word (as the case may be) using a strong password	Partner	Partner Admin	Strong password must be as per 'Principles for transferring personal data with collaborative partners' document.
3	Strong password communicated to University by telephone, instant messenger, letter, Skypechat or by SMS text	Partner	Partner Admin	Personal phone or a personal account not to be used. Password not sent by email. See 'Principles for transferring personal data with collaborative partners' document.
4	Encrypted WSTA form attached to email & email sent to University	Partner	Partner Admin	
5	Encrypted WSTA form received by University downloaded to computer file system and decrypted	University	CPO Admin	This must be a secure system as outlined in the 'Principles for transferring personal data with collaborative partners' document.
6	Data used to amend student record on SCMS	University	CPO Admin	SCMS = Student and Course Management System
7	WSTA form completed with inputter details, and WSTA form encrypted using the protect document function in Acrobat or Word (as the case may be) using a strong password	University	CPO Admin	
8	Encrypted completed WSTA form attached to email & email sent to Partner	University	CPO Admin	
9	Encrypted completed WSTA form received by Partner downloaded to computer file system and decrypted	Partner	Partner Admin	This must be a secure system as outlined in the 'Principles for transferring personal data with collaborative partners' document.
END OF PROCESS				