

## 1 Transaction details

1.1 Please provide details of all the providers involved in the transaction (legal names and UKPRN numbers).

*Response*

Not Answered

1.2 Please provide the effective date of the transaction.

*If this date is planned rather than confirmed, then please provide the indicative date.*

*Response*

 Date

1.3 Please provide a detailed explanation of the merger or demerger.

*Please provide specific details using the scenarios below as an outline:*

- Two or more providers merging into one of the existing providers.
- Two or more providers merging/de-merging to form a new entity.
- One provider splitting HE offerings and merging separate parts (e.g., courses, campuses) with two or more existing providers.
- One provider demerging into two or more providers.

*Response*

Not Answered

1.4 Does the transaction involve solvent providers only?

*"Solvent" means that none of the providers involved in the merger/demerger are subject to a liquidation or similar.*

*Selecting 'No' implies insolvency of one or more providers.*

*Response*

☐ Yes ☐ No

1.5 Has an Education Administrator been appointed to any provider involved in the transaction?

*If yes, please provide details of the administrator(s) and a copy of the relevant Education Administrator Order and the administrator's statement of proposals.*

*If no, please provide details of any insolvency of (a) provider(s) involved in the transaction.*

*Response*

☐ No ☐ Yes

1.6 Have any provider name changes taken place? If so, please attach the relevant documentation from Companies House or other authority, such as approval for the name change from the Department for Education.

*Name changes include legal and/or trading names. Please provide this information with an effective date and accompanying evidence.*

*Response*

☐ No ☐ Yes

1.7 Will all existing courses pre-transaction continue with new provider(s) post-transaction?

*Please provide details.*

*Response*

☐ No ☐ Yes

1.8 If this transaction relates to a demerger please provide the COURSEIDs that will be run by each demerged entity post transaction.

<https://codingmanual.hesa.ac.uk/23056/Course/field/COURSEID/>

*Response*

Not Answered

1.9 How many students in total will be affected by the transaction?

*This includes any continuing or exiting students at the point in time the transaction takes place, from all providers involved in the transaction.*

**Response**

Not Answered

1.10 Where your organisation submits to the Staff record, how many staff members in total will be affected by the transaction?

*This includes any continuing or exiting data subjects submitted as part of the statutory and non-statutory Staff return by all providers involved in the transaction.*

**Response**

Not Answered

1.11 Will staff involved in HESA collections pre-transaction remain involved with the new entity post-transaction?

**Response**

☐ No ☐ Yes

1.12 Will there be a change to Identity System (IDS) record contacts? If yes, please outline the anticipated change(s) to IDS access control.

*To ensure only authorised individuals have access to data contained within IDS, it is important to consider whether any changes are required as part of the transaction.*

**Response**

☐ Yes ☐ No

1.13 Please confirm that post-transaction any new or remaining provider(s) will have the necessary rights to continue to use the name and logo of the providers from whom they have inherited student data in connection with the Graduate Outcomes survey.

*Note: Students from the previous provider(s) will receive correspondence displaying the name and logo of the previous provider(s) in relation to the Graduate Outcomes survey.*

**Response**

☐ No ☐ Yes

## 2 Data protection and privacy considerations

2.1 Has there been a change in the data Controller as a result of the transaction?

*Guidance: Please see the Information Commissioner's Office (ICO) guide to Controllers and Processors for further information, or please consult with your Data Protection Officer.*

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/controllers-and-processors/controllers-and-processors-a-guide>

**Response**

☐ Yes ☐ No

2.2 Has a Data Protection Impact Assessment (DPIA) been undertaken as part of the due diligence carried out in respect of this transaction?

*If yes, please provide details of the privacy risks identified as a result of the DPIA/privacy assessment and the controls that have been put in place to mitigate their effect(s).*

*If no, please provide the rationale for why a DPIA has not been undertaken.*

**Response**

☐ No ☐ Yes

2.3 Please confirm that the privacy information of the data Controller reflects or has been updated to reflect the criteria below:

1. The change in status of data controller, if applicable.
2. That data is shared with HESA, part of Jisc.
3. A dynamic link to the [HESA Collection notices](#) and/or the [Graduate Outcomes Privacy Information](#) as applicable.
4. The purposes for sharing.

*\*The privacy information should directly name the "Higher Education Statistics Agency (HESA), part of Jisc" as a third party with whom data is shared.*

*Graduate Outcomes example:*

*Personal data is shared with the Higher Education Statistics Agency (HESA), part of Jisc, for the purposes of conducting the Graduate Outcomes survey. More information about how Jisc processes your data can be found in the [Graduate Outcomes Privacy Information](#).*

*Student / Staff Collection example:*

*Personal data is shared with the Higher Education Statistics Agency (HESA), part of Jisc, for statistical and research purposes as outlined in the [HESA Collection notices](#).*

**Response**

☐ No ☐ Yes

2.4 Please attach updated privacy notices for all providers involved in this transaction.

*A privacy notice should explain how an organisation processes personal data and how it applies data protection principles.*

**Response**

Not Answered

2.5 Please provide details on how updated privacy information has been made available to current students.

*For example, this may be via email communications to students notifying of an updated privacy notice or a banner on the data Controller's website notifying students of updated privacy information.*

**Response**

Not Answered

2.6 Please provide details on how updated privacy information has been made available to legacy students.

*Legacy students include students that have exited the provider.*

**Response**

Not Answered

2.7 Under which UK GDPR lawful basis will you share personal data with Jisc?

**Response**

Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

Vital interests: the processing is necessary to protect someone's life.

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

2.8 Is the lawful basis under which you will share personal data with Jisc compatible with the original purpose for which the data was originally collected (by the previous entity/ies)?

*For example, if the previous entity collected data based under consent and you are now processing this data under 'public task', this would be considered incompatible with the original purpose.*

**Response**

☐ Yes ☐ No

- 2.9 Has the previous provider(s) transferred to the new or remaining provider(s), as far as they are aware, true and accurate contact details for students who will be required to participate in the Graduate Outcomes survey after the transaction?

*Please refer to the 'Contact details guidance for providers' webpage in the Graduate Outcomes coding manual for further information. A link to which is provided below. Accurate contact details are essential to facilitate effective survey management and information governance.*

[https://www.hesa.ac.uk/collection/c22071/contact\\_details\\_guidance](https://www.hesa.ac.uk/collection/c22071/contact_details_guidance)

*Response*

☐ No ☐ Yes

- 2.10 Do(es) the new or remaining provider(s) have appropriate arrangements in place to fairly and lawfully maintain the accuracy of the contact details of students who previously studied with them for the purposes of the Graduate Outcomes survey?

*Response*

☐ Not Applicable ☐ No ☐ Yes

- 2.11 Considering the answers provided within this checklist, please provide confirmation that the providers involved in the transaction have taken all necessary steps to ensure it is fair and lawful for Jisc to share with the new or remaining provider(s) student, staff and graduate data collected by Jisc from the providers involved in the transaction.

*Response*

☐ No ☐ Yes

## 3 Sign-off

- 3.1 Please provide your name and job role in the text box below.

*Response*

Not Answered

- 3.2 Information changes following the submission of the checklist.

*Please note, Jisc will treat the information provided in this checklist as an accurate representation of the transaction details and update its record and legal agreements accordingly. If any information changes following the submission of the checklist, please update HESA, part of Jisc via Liaison@hesa.ac.uk.*

*Response*

Not Answered

## 4 To be completed by Jisc

- 4.1 Have all providers involved in the transaction entered into a subscription agreement with HESA/Jisc pre-transaction?

*Note: Any new provider(s) created as part of the transaction will require a new subscription agreement. Where a provider will cease to conduct business as part of the transaction, its subscription agreement with Jisc will need to be terminated in accordance with its terms.*

*Response*

☐ No ☐ Yes

- 4.2 Please provide details of the nature of providers involved in this transaction.

*For example, England Approved (fee cap) HE provider, England Approved HE provider, Northern Ireland HE provider, Scotland HE provider, Wales HE provider, England FEC, Scotland FEC, Northern Ireland FEC, Wales FEC, Wales Alternative provider.*

*Response*

Not Answered

- 4.3 Which jurisdiction are providers involved in the transaction located?

*Response*

☐ England ☐ Scotland ☐ Wales  
☐ Northern Ireland

4.4 Who is the relevant primary regulator/funder?

*Response*

Not Answered

4.5 Will this transaction result in a change in primary regulator/funder?

*If yes, please provide details.*

*Response*

☐ Yes ☐ No

4.6 Please confirm whether the relevant primary regulator/funder(s) has/have been notified.

*Response*

☐ Yes ☐ No

4.7 Which HESA data collections did the original provider(s) make submissions to pre-transaction?

*If the original providers submit to different collections, please add this information into the box below.*

*Response*

☐ Student ☐ Other ☐ Unistats  
☐ Aggregate Offshore ☐ GMC ☐ ITT  
☐ Staff ☐ HE-BCI ☐ Finance  
☐ EMR ☐ Provider Profile ☐ Graduate Outcomes

4.8 Which HESA data collections will the new or remaining provider(s) make submissions to post-transaction?

*If the new or remaining providers submit to different collections, please add this information into the box below.*

*Response*

☐ Finance ☐ Other ☐ GMC  
☐ HE-BCI ☐ Unistats ☐ ITT  
☐ Aggregate Offshore ☐ Provider Profile ☐ EMR  
☐ Graduate Outcomes ☐ Staff ☐ Student