

St Antony's College

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
Finance, commercial and related administration										
1	Supplier and contractor information including names, contact details, communications with contractors, details of contracts, tender information, works undertaken, items purchased, invoicing arrangements, VAT numbers and payments made, banking details, information about the selection of contractors/suppliers, including information about the quality and/or value of the work or products.	We obtain this data from you; We generate this data about you.	As part of the College's normal operations and dealings with its suppliers and contractors.	In the case of transaction records, six years from end of the financial year in which the work was completed. In the case of information about the selection of contractors/suppliers, including information about the quality and/or value of the work or products, we will retain this whilst you remain a supplier or potential future supplier to the College.	Processing is necessary for performance of our contract with you; Processing is necessary in order to take steps at your request prior to entering a contract; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in engaging suppliers and contractors that meet its required standards.				
2	Records relating to event and merchandise sales and purchases consisting of date of the order, details of the event/merchandise booked, sold or purchased, the amount due, the contact and payment details of the purchaser including credit card number/credit card security number, direct debit or bank transfer (account holder, number and sort code) information and receipts.	We obtain this data from you We generate this data about you	To process payments for events and merchandise.	Six years from end of the financial year in which the transaction occurred.	Processing is necessary for performance of our contract with you; Processing is necessary in order to take steps at your request prior to entering a contract.					
3	Records relating to conference bookings consisting of communications and inquiries, details of the event/conference, the amount due, the contact and payment details of the purchaser.	We generate this data about you	To process bookings and payments for conferences.	In the case of inquiries, a period of 12 months after the date of the inquiry, or 12 months after the conference if later. Papers delivered and information relating to conferences may be retained indefinitely in the College archive (details are explained in the privacy notice relating to College archives). In the case of transaction records, six years from end of the financial year in which the transaction occurred.	Processing is necessary for performance of our contract with you; Processing is necessary in order to take steps at your request prior to entering a contract.					
4	Title documents, transfers, leases and contracts which include the names of parties, signatories and witnesses.	We obtain this data from you	In order to execute and retain title documents, transfers, leases and contracts.	In the case of contracts, for a period of 6 years after conclusion of the contract. In the case of title documents, transfers and leases, for a period of 12 years after the College disposes of its interest in the property.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in entering contracts, leases and transfers of land, and in retaining records and title documents to assist with the management of its properties.				
5	Budget documents, audit and accounting documents, management accounts, investment documents and communications relating to such records, all of which may include names and contact details of individuals responsible for or involved with the budgets/accounts/investments.	We generate this data about you We obtain this data from you. We obtain this data from third parties e.g. accountants.	As a normal part of the College's budgetary and accounting processes.	Six years from end of the financial year to which the records relate.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in operating processes for budgeting, auditing, accounting and investment purposes.				
6	Bank account records, including names of payees and transaction details.	We receive this data from a third party (the bank).	In the normal course of operating the College bank account.	Six years from end of the financial year to which the records relate.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in processing its own banking records for cashflow, accounting and audit purposes.				

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7	Governing body and committee agenda, governance documents, and some legal, financial, buildings and architectural records are kept in the College archive- for further detail see the College archive privacy notice and accompanying schedule.	We obtain this data from you. We generate this data about you.	To maintain a historic record of College administration.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining its historic buildings. It also has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.	Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. The College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	Where it processes such data, the College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.
8	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We generate this data about you. We obtain this data from you. We obtain this data from third parties e.g. legal advisors.	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be retained for a longer period (eg in connection with legal advice, or in relation to auditing obligations).	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with its obligations under legislation, the processing is typically necessary for the purposes of prevention or detection of an unlawful act, or the exercise of a function conferred by law. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with its obligations under legislation, the processing is typically necessary for the purposes of prevention or detection of an unlawful act, or the exercise of a function conferred by law. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.

CCTV, security and related processing

1	CCTV recordings and still images taken from recordings, records of who has accessed the CCTV images and recordings and the reason for accessing them.	We obtain this data from the University of Oxford	We hold recordings of CCTV footage for a limited period for the purpose of providing safety and security on campus and to assist with the prevention and detection of crime or other unlawful activity. Where an incident is recorded we may need to capture images for the purposes of any investigation by the College or police.	For 1 month.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for compliance with a legal obligation.	The College, its members and visitors have a legitimate interest in being in a safe and secure environment. Logs of who has accessed the recordings and their reason for accessing them are recorded to comply with the College's security and accountability obligations under data protection law.			The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes.	
2	The College holds contact information for students, emergency contacts (e.g. parents of students) and staff and bedroom numbers for students.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you	So that we can contact staff, students or their nominated emergency contacts in case of an emergency.	Whilst you are a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College, its staff and students have a legitimate interest in being able to communicate with each other in case of an emergency.				
3	Emergency medical information about students may be held by College security.	We obtain this data from you	Where students inform us of a medical condition and/or disability that might be of assistance to us if they have a medical emergency.	Whilst you are a registered student.	Processing is necessary to protect your vital interests, or someone else's; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its students have a legitimate interest in the College holding information which might help treat or prevent a medical emergency.	Processing is necessary to protect someone's vital interests where you are incapable of giving consent		N/A	
4	Informing emergency contacts about any medical emergency	We obtain this data from you and/or others who have information about you, depending on the nature of the emergency.		Whilst you are a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its students have a legitimate interest in emergency contacts being made aware in the event of a medical emergency.	Explicit consent.			

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5	Security access records for staff, students and visitors (e.g. conference delegates, contractors). This includes your name and potentially any identity number (e.g. linked to your key swipe card or fob, including your university card number) and/or vehicle registration number. This information is also linked to our records of the timing of your access to any of our buildings or offices generated manually when you sign in with us and electronically by our key swipe card/fob system. We also hold records of the access rights that individual key holders have.	We generate this data about you	We process this information to assist with security of College premises, so that we have records of who is on the premises in the event of a fire or similar emergency, to prevent unauthorised access to College premises and to assist with issuing replacement keys, cards and fobs.	For twelve months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College, its members and visitors have a legitimate interest in implementing such measures to help maintain College safety and security.				
6	College security holds contact details for contractors working on College premises, and information about the contract they are working on.	We obtain this data from you	So that we may contact those working on College premises to discuss the work they are undertaking, or in an emergency.	Whilst work is ongoing or the need for further work involving you is anticipated.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its contractors have a legitimate interest in being able to communicate about the work they are undertaking, or in an emergency.				
7	Accident records containing information about the date and nature of the accident, who was involved, who witnessed it and any steps taken concerning it.	We generate this data about you	So that we have a record of accidents occurring on College premises. In some cases the College also has a legal obligation to record and report accidents to the relevant regulatory authority.	Five years from the date of the accident.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; The processing is necessary for compliance with a legal obligation.	The College has a legitimate interest in creating and retaining records of accidents on College premises to assist with its management of health and safety risks. In some cases the College is obliged to record and report accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.	Substantial public interest under the UK Data Protection Act 2018	The processing is necessary for the protection of members of the public from any potential health and safety risks, and must be carried out without the consent of the individual so as not to prejudice such protection. Processing to record and report relevant accidents is (where a legal obligation is imposed on the College) in the substantial public interest and pursuant to the exercise of a function conferred on a person by an enactment.		
8	Records of keys and access cards/fobs issued, including the name of the person to whom the key/fob has been issued and the identity number of the fob.	We obtain this data from the University of Oxford We generate this data about you	So that we have a record of who holds keys and access cards/fobs to support College security arrangements.	For as long as you hold the key/card/fob and 12 months after return	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in maintaining the security of its premises.				
9	Room bookings consisting of room, date/time, booking description and the identity of the person/society/organisation booking the room. Records of requests and bookings for rooms, including records of any decisions the College makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.	We obtain this data from you We generate this data about you	As part of the system for providing College rooms and facilities to members of the College.	Until 12 months after the date of the event.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for compliance with a legal obligation (where freedom of speech issues are involved).	The College has a legitimate interest in making its rooms available to members of the College to enable events to be held.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes criminal convictions/allegations of criminal activity data for these purposes, the College is exercising functions conferred under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law.
10	Names and addresses for delivery of mail and other items, including Parcel receipt and management records: containing names of recipient, location of parcel and who signed for it.	We generate this data about you		For twelve months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its members have legitimate interests in receiving deliveries, and in maintaining records to help reduce the risk of deliveries being lost after receipt at the College.				
11	Punt booking records consisting of the date and time of booking, the name and purpose of booking.	We obtain this data from you We generate this data about you	To assist with administration and security of College punts.	For six months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in providing access to its punts.				
12	Pigeon hole management records, consisting of the names of pigeon hole holders.	We generate this data about you	To assist with delivering post and other items to pigeon holes.	For as long as you have the pigeon hole.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its members have a legitimate interest in operating a pigeon hole system to assist with the efficient delivery of post and similar items.				

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13	Parking access request form containing the applicant's name	We obtain this data from you We generate this data about you	So that we can consider applications for a parking space and decide whether to provide a space to applicants.	For as long as you have the parking space.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is processing such information for the purpose of complying with its duties under the Equality Act 2010 and is necessary for the purposes of preventing a breach of that legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and discrimination, including the obligation to make reasonable adjustments. The processing must be carried out without the individual's consent, so as to avoid prejudice to the College's legal obligations if such consent were to be withdrawn.		

Staff, office holders and senior members

1	Dietary information	We obtain this data from you	To ensure that you are provided with foods meeting your personal, philosophical and health requirements.	We retain this information for the length of your association with the College, in order to ensure you are provided with foods meeting your personal requirements.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with food safety and food standards law. We, and you, also have a legitimate interest in ensuring that you receive appropriate service on an ongoing basis.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data in relation to your dietary requirements, the College does so in pursuit of its compliance with consumer protection, health and safety and equality legislation. It processes the data for the purposes of preventing an unlawful breach of such legislation and/or the exercise of functions pursuant to its legal obligations.	N/A	
2	Recruitment records: your personal contact details, application paperwork, evidence of qualifications, references, requests for special arrangements or waiver of eligibility criteria, and selection committee reports. (Not including criminal conviction data, if applicable).	We obtain this data from you. We obtain this data from your referees. We obtain this data from the University of Oxford. We generate this data about you.	To enable us to consider whether to enter into a contract of employment with you. Certain parts of the record are also held as part of College compliance with immigration law, and/or entered into the College archive after 6 years.	Unsuccessful applicant data is destroyed after 6 months after the date of notification of the outcome of your application. Successful applicant data is kept for the duration of employment and for a further 6 years after employment ceases, except: 1. to the extent that details are recorded in College administrative records, such as Governing Body paper and minutes, such documents are stored in the College archive permanently; 2. a skeleton record, consisting of name, job title, dates of employment, reason for leaving will be retained permanently in the College archive. Data which is of particular public, scientific or historical interest will be retained in perpetuity as part of the College archives; 3. where the successful applicant is a Tier 2 or Tier 5 visa applicant, sponsored by the College, copies of the following recruitment records (for all shortlisted applicants in the relevant recruitment process) will be kept by the College for the time periods required under UK Visas and Immigration guidance, as amended from time to time: (1) All applications shortlisted for final interview in the medium in which they were received (e.g. emails, application form, cv). (2) The names and total number of applicants short-listed for final interview (3) Notes from the final interviews conducted (4) Documented reasons why each rejected EEA national who attended a final interview was not employed. Reasons must directly relate to the essential selection criteria for the post.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records. Processing is necessary for compliance with employment law, and for Home Office requirements for Tier 2 and Tier 5 visa holders	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
3	Passport, right to work and visa information.	We obtain this data from the University of Oxford. We obtain this data from the Home Office. We obtain this data from you	To enable us to assess your right to work in the United Kingdom and take steps to meet immigration requirements where necessary.	These records must be kept for the duration of employment and for a further two years after the University ceases to sponsor the visa holder [Home Office and UK Visas and Immigration retention requirement].	Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with immigration and employment law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	

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4	Appointment records: criminal conviction and Disclosure and Barring Service information.	We obtain this data from you Third party	As part of the application process to assist us in making recruitment decisions. On appointment, an enhanced DBS check to verify staff who may have unsupervised contact with any young people under the age of 18.	For 6 months following your appointment to the relevant role. Information relating to criminal convictions collected in the course of the recruitment process will be deleted once the DBS check has yielded a satisfactory or unsatisfactory result. Skeleton DBS certificate information will be retained throughout your employment and deleted after 6 months after the end of your employment.	Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that a role will involve working with minors, processing is necessary for compliance with safeguarding law.	N/A		The processing meets a condition in Parts 1-2 of Schedule 1 to the Data Protection Act 2018	Processing is necessary for the purpose of performing or exercising obligations or rights imposed or conferred by law in connection with employment, in circumstances where the College has an appropriate policy document in place. Processing is necessary for the protection of the public against dishonesty, unfitness or incompetence.
5	Recruitment records: equality monitoring data. This may consist of data concerning health, sexuality, ethnicity or religious beliefs.	We obtain this data from you	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept in perpetuity in an anonymised form for College records and monitoring purposes.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, sexuality, ethnicity or religious beliefs and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.	N/A	
6	Recruitment records: communications regarding our decisions (rejections, shortlists, interview invitations, offers)	We obtain this data from the University of Oxford We generate this data about you	To document the process under which applicants are considered for positions, and successful applicants are engaged as employees or office-holders at the College.	Recruitment records of successful applicants will be retained for 6 years from the date of the end of your contract of employment. Recruitment records for unsuccessful applicants will be destroyed 6 months from the date of completion of the recruitment process.	Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation	The College stores various records in compliance with immigration law requirements.	N/A		N/A	
7	Appointment records: role details, negotiations, probation period and contract details.	We obtain this data from the University of Oxford We generate this data about you	To record the terms under which staff and office-holders are engaged by the College.	Appointment records will be retained for 6 years from the date of termination of your employment. This is in order to maintain complete and accurate records of your employment contract. Data which is of particular public, scientific or historical interest will be retained in perpetuity as part of the College archives.	Processing is necessary for performance of our contract with you		N/A		N/A	
9	Appointment records: Equality monitoring data	We obtain this data from you	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept permanently in an anonymised form for College records and monitoring purposes.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with our obligations under equality law, employment law and laws specific to the higher education sector.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, sexuality, ethnicity or religious beliefs and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality. In relation to College archives, the College has a legitimate interest in holding a record of its equality information over time.	N/A	
10	Recruitment records: medical/health and disability information	We obtain this data from you	To enable us to make appropriate adjustments during the recruitment process	For unsuccessful candidates, not later than 12 months after the date of notification of the outcome of your application. For successful candidates, this information will be held for the duration of your employment and for one year from the end of your employment.	Processing is necessary for compliance with a legal obligation. Processing is necessary in order to take steps at your request prior to entering a contract.	Processing is necessary for compliance with equality law	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
11	Appointment records: medical/health and disability information	We obtain this data from you	To enable us to make reasonable adjustments on commencement of your employment by the College.	This information will be held for the duration of your employment and for one year from the date of the end of your employment.	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with equality law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
12	Photographs (formal)	We generate this data about you. We obtain this data from you.	To enable visual identification of staff and office-holders for security purposes. To publish images of staff and office-holders to enable identification by students, colleagues and third parties.	Permanently. This data will be held as part of the skeleton record of your employment for the purposes of College records and archives.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in ensuring the security of our premises and the exclusion of non-authorised individuals. We, your colleagues, students and others also have a legitimate interest in being able to identify you. In relation to College archives, the College has a legitimate interest in holding a visual record of employees and office-holders over time.	N/A		N/A	

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13	Bank account, sort code and personal card details, expense allowances and expense claims.	We obtain this data from you	To enable us to monitor expense claims made and make necessary payments.	Data relating to expenses allowances and expense claims will be retained for 7 years from termination of your employment.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in operating and ensuring appropriate use of the College expenses system.	N/A		N/A	
14	Bank account, sort code, BACS ID, National Insurance number, salary details, payslips, bonus details, tax forms, tax codes and payments information.	We obtain this data from you We generate this data about you for Third parties	Processing is necessary for the operation of the College payroll and benefits system.	PAYE and payroll data will be retained for 7 years from termination of your employment for the purposes of reporting to HMRC.	Processing is necessary for performance of our contract with you		N/A		N/A	
15	Security records, including CCTV, access control records and access logs. Security incidents, accident reports and health and safety records.	We generate this data about you	To monitor the attendance of people on College premises, as part of the College's safety and security arrangements.	CCTV records, access control, and access logs are retained for six months. Security incidents, accident reports, and health and safety records are retained for 6 years from creation. If such incidents are mentioned during governing body sessions, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and residents of the College, have a legitimate interest in restricting access to College property to authorised persons, maintaining a record of access and maintaining a record of incidents occurring on College property.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	The College also processes special category information in pursuit of a substantial public interest under the Data Protection Act 2018: exercising our functions and/or detecting or preventing unlawful acts under Health and Safety and similar legislation.	The processing is necessary in connection with legal proceedings (including prospective legal proceedings), obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018.	Where data is recorded concerning criminal offences/allegations relating to you.
16	Allocation of key fobs/access cards.	We generate this data about you	To enable you to access College facilities while maintaining the security of the College	This information will be retained for one year after termination of your employment.	Processing is necessary for performance of our contract with you		N/A	The College also processes special category information in pursuit of a substantial public interest under the Data Protection Act 2018: exercising our functions and/or detecting or preventing unlawful acts under Health and Safety and similar legislation.	The processing is necessary in connection with legal proceedings (including prospective legal proceedings), obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018.	Where data is recorded concerning criminal offences/allegations relating to you.
20	Photographs (informal)	We obtain this data from the University of Oxford We generate this data about you Third party	Photographic records of College life, including attendance at events and society memberships, are created on an ongoing basis. The College archives collect and store copies of such materials.	In perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in creating a historical archive recording College life.	N/A		N/A	
21	Pension membership data including identification numbers, quotes and projections, terms, opt-in and opt-out notices, benefits and contributions.	Third party	In order to enable your enrolment in to your pension scheme and to make our contribution.	Most records relating to your pension will be retained for up to 6 years following the end of your employment. After that time, only a skeleton record will be held, setting out the name of the provider, the date the employee joined the pension scheme and (where applicable) the date of retirement. It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in being able to request this data from the pensions provider at your request, and discussing it with you, including any implications of adjustments.	N/A		N/A	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
	Other data relating to your occupational pension scheme, including: (a) death in service benefit nominations; (b) health information about you (as a result of incapacity retirement benefit); (c) information about your spousal or other relationships which might identify your sexuality; (d) absence information, which might allow the reverse engineering of trade union affiliation in the case of strike absences.	We obtain this data from you We generate this data about you	In order to be able to provide required information to your occupational pension scheme provider.	Most records relating to your pension will be retained for up to 6 years following the end of your employment. After that time, only a skeleton record will be held, setting out the name of the provider, the date the employee joined the pension scheme and (where applicable) the date of retirement. It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in being able to provide this information to your occupational pension scheme provider, to enable the provider to operate the pension in accordance with the scheme and your and their respective rights and obligations.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			
22	Details of your attendance at, and participation in, College administrative meetings, including Governing Body, sub-committees and working groups.	We generate this data about you	As a formal record of matters relating to the administration and management of College business. Copies of the records are also provided to and stored by the College Archives.	In perpetuity.	Processing is necessary for the performance of a task carried out in the public interest Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that the business of the relevant bodies forms an integral part of the provision of University education or publicly-funded research carried out in the public interest, the processing is necessary for the performance of the College's public task. As regards other aspects of such records, we have a legitimate interest in compiling a record of administrative and managerial matters, including details of those involved, decisions made and outcomes. The College also has a legitimate interest in the addition of such records to the College archives.	N/A		N/A	
23	Conflict of interest declarations	We obtain this data from you	To enable us to identify when your personal or family interests and/or loyalties conflict with those of the College.	These records will be kept for 6 years from the termination of employment. If declarations are mentioned during governing body sessions, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in understanding when your interests may conflict with those of the College, and when you will be unable to contribute to College management and/or decisions. In certain circumstances we may also have a legal obligation to process this data.	N/A		N/A	
24	Next of kin/emergency contact data	We obtain this data from you	To enable us to contact appropriate individuals in the event that you are injured, become unwell, or there other relevant cause for concern regarding your well-being.	This data will be destroyed within three months of the date of termination of your employment.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	It is in you, and our, legitimate interests for us to have the means to contact a family member or other designated representative in a situation where there is significant concern for your welfare.	N/A		N/A	
25	Health and Safety Assessments	We obtain this data from you	To enable us to make appropriate adjustments to your working environment and duties to accommodate changes in your physical and/or mental condition.	This data will be retained for 6 years from the date of termination of your employment, unless the assessment relates to the conduct and results of risk assessments of work which exposes employees to asbestos where records of assessments will be retained for 40 years.	Processing is necessary for compliance with a legal obligation	Processing is necessary to comply with Health and Safety law	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
26	Staff rotas, flexible and part-time working arrangements, time sheets, casual work claim forms, and attendance records	We generate this data about you	For payroll administration and employee performance monitoring.	This data will be retained for 7 years.	Processing is necessary for performance of our contract with you		N/A		N/A	
27	Probation period records, including dates, duration, feedback and evaluations, and materials relating to any decisions made.	We generate this data about you	To manage the probationary period in line with your contract with the College and College procedures.	This data will be held for 6 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you		N/A		N/A	
28	Learning and development records, including your attendance, completions, and certifications.	We obtain this data from you We generate this data about you Third party	As part of an accurate and up to date record of your employment by the College.	This data will be held for 6 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing in some instances is necessary to comply with our legal obligations in relation to the mandatory provision of training on specific issues to employees and office holders. We, and you, also have a legitimate interest in our holding an up to date record of your learning and development achievements, for workforce planning and recognition. We also have a legitimate interest in holding this data in the College Archive as part of our record of College life.	N/A		N/A	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
29	Promotion and progression materials including applications, references and supporting materials, records of deliberations, decision notifications, feedback and awards; long service awards.	We obtain this data from the University of Oxford. We obtain this data from you. We generate this data about you. Third party	For the proper functioning of the promotion application and award process. relevant personal data may also be placed in the College archives as part of the record of College committee discussions.	This data will be held for a period of 6 years from termination of your employment. Data which is of particular public, scientific or historical interest will be retained in perpetuity as part of the College archives.	Processing is necessary for performance of our contract with you. Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	In relation to College archives, the College has a legitimate interest in holding records about employee and office-holder advancement.	N/A		N/A	
30	Grievances and related investigations raised with the College and relating to you, including records of any investigation and/or decision that we take, and of any subsequent appeal of resolution.	We obtain this data from you We generate this data about you Third party	As an employer we are required to make appropriate records as part of the handling of grievances and related investigations.	Data will be retained for 7 years from the date of investigation, or the date of the decision resulting from the grievance process, whichever is later.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing of this data is necessary to comply with employment law. We, you, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		
32	Pastoral care records (College provision of pastoral care to students), including details of your pastoral responsibilities, advisees, interventions and advice.	We obtain this data from you We generate this data about you	As part of the records of students advisees, and to create a record for future consultation in the event of complaints. Lists of tutor groups are retained in the College archives.	This data will be retained for a period of 6 years from the date on which the student left the College.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legitimate interest in recording pastoral care information, in order to assess the proper functioning of the pastoral care system and to be able to handle complaints received in relation thereto. Advisees also have a legitimate interest in the creation of appropriate records of pastoral care received.	N/A		N/A	
33	Room bookings	We obtain this data from you We generate this data about you	As part of the administration and management of College property.	For 7 years following the booking. In the event that disputes arise in relation to the booking, we may retain the data for a longer period, until a reasonable period after the dispute is resolved.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in the proper management of College facilities, in maintaining the security of College premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking College facilities.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	
34	Contact details (name, addresses, telephone numbers), as amended from time to time.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you	In order to be able to contact you in your role as an employee or office holder at the College, and (where applicable) to comply with immigration law. These details will also appear on documents and materials held in the College archive.	This data will be retained permanently in the College archive.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	In relation to College archives, the College has a legitimate interest in holding a record of its activities.	N/A		N/A	
35	Disciplinary or harassment records: if a disciplinary, harassment or similar complaint is made to the College in relation to you, including records of any investigation and / or decision that we take, dismissal records, settlements, and of any appeals process.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To investigate, consider and reach conclusions in relation to employee and office holder disciplinary matters.	This data will be kept for 6 years from the outcome of the investigation or related disciplinary decision. Where appropriate, a reference to the fact disciplinary proceedings took place and the relevant date will be retained on your skeleton employment record permanently.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
37	Appraisal information, including objectives, feedback given to and received about you, records of appraisal discussions and Personal Development Plans (PDRs)	We obtain this data from you. We generate this data about you. Third party	To monitor, assist in and record your professional development.	These records will be kept for three years from the date that they are superseded by an updated appraisal, or three years following the termination of your employment (whichever is longer).	Processing is necessary for performance of our contract with you		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
38	Sabbatical entitlements, including proposed dates, historical sabbatical periods, plans for the use of sabbatical time and reports on sabbaticals taken.	We obtain this data from you We generate this data about you	For the management of your sabbatical entitlements, to ensure sufficient cover for your role during your absence, and as part of your record of employment with the College. To the extent that sabbatical data is discussed in College committee, personal data may also be recorded in the College archive in the meeting minutes.	This data will be kept for 7 years from end of the tax year in which sabbatical discussions take place. If discussions relating to sabbatical entitlements are mentioned during governing body sessions, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public interest. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that our purposes support the provision of teaching within the College, processing is necessary for the performance of a public task. For other purposes, we have a legitimate interest in monitoring and managing the availability of employees and office-holders.	N/A		N/A	
39	References provided by, or in relation to, you	We obtain this data from you We generate this data about you	References in relation to you are provided for a number of reasons, including enabling you to seek alternative employment or take up voluntary posts, allowing you to access certain libraries and archives, and for provision to prospective landlords. References provided by you are held in order that the College has a record of recommendations or comments made by employees and office-holders in their official capacity.	References for recruitment purposes will be held until the end of your employment (unless Tier 2 or Tier 5 sponsored migrant, in which case 6 months after visa sponsorship has ceased). Records of references given in relation to you will be kept for up to one year from the date of provision of the reference.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you have a legitimate interest in providing you with references and keeping a record of what was said. We also have a legitimate interest in keeping a record of recommendations or comments made by employees and office-holders in their official capacity.	N/A		N/A	
40	Event and meal bookings, including details of monies stored on College payment systems and any charges paid/outstanding.	We obtain this data from you We generate this data about you	For the management of College catering provision	So that we may provide catering services to guest in accordance with relevant entitlements, and invoice correctly for services provided.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for performance of our contract with you	N/A		N/A	
41	Medical questionnaires, notes and occupational health reports, including specifics of health issues, records of consequent adjustments, and communications relating thereto.	We obtain this data from you We generate this data about you Third party	For Occupational Health purposes and in compliance with our obligations under equality legislation.	Records relating to occupational health will be retained for 6 years from the termination of employment. Medical records relating to the Control of Asbestos at Work Regulations or Control of Substances Hazardous to Health Regulations will be retained for 40 years.	Processing is necessary for performance of our contract with you Processing is necessary for compliance with a legal obligation	Processing of this data is necessary to comply with employment and equality legislation.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
42	Absence records (including but not limited to annual leave, maternity/paternity/shared parental leave, time off for dependants, career breaks, etc.)	We obtain this data from you We generate this data about you	To record, monitor, plan for and respond to absences. To process payroll payments.	3 years after the end of the tax year to which the leave period relates (unless Tier 2 or Tier 5 sponsored employee, 6 months after visa sponsorship has ceased) M&R: Records relating to vacation/maternity/paternity/shared parental leave, time off for dependants, and career breaks will be retained for 7 years from the date of the absence.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation.	Processing of this data is necessary to comply with employment law and our obligations to HMRC.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	To the extent that absences are due to ill health or reasons linked to 'special category' information as defined under GDPR.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	To the extent that absences are due to allegations of criminal behaviour or criminal convictions.
43	Opinions and comments made by you on student's academic and other reports, and expressed during or in relation to College meetings (to the extent recorded).	We obtain this data from you We generate this data about you	As part of College records and minutes concerning teaching, management and administration. Copies are provided to the College Archives.	In perpetuity as part of College archives.	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public interest. Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that the materials in question relate to the education provided at the College, the processing is necessary for the performance of a public task. We also have a legitimate interest in maintaining records of College matters, including reports and discussions thereon. In some circumstances processing will be necessary to comply with our employment, equality or other legal obligations, or in order to fulfil our contract with you.	N/A		N/A	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
44	Computer and email information, including login, username and password information for College IT systems, IP addresses of devices you connect to College IT systems, equipment allocated to you, and details of when you connected or logged in to our network, records of internet usage.	We obtain this data from the University of Oxford We generate this data about you	For the proper management of College IT resources.	Records will be destroyed 18 months after closure of your IT accounts.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legitimate interest in the proper management of College IT resources.	N/A		N/A	
46	Sickness records and related documentation, including sickness absence forms, employee 'Fit' notes, return to work documentation.	We obtain this data from you We generate this data about you Third party	To comply with our obligations as an employer in the management of employees suffering ill health, to monitor reasons for absences, to consider relevant Health and Safety issues arising and to assist in scheduling of employee time.	Sickness records including Medical and Self Certificates will ordinarily be held for 7 years. Where records are known to be those of employees exposed to a substance hazardous to health (i.e. those who have been diagnosed with an asbestos-related illness, or where the College is aware that the employee has been exposed to an actionable levels of asbestos as set out in the Control of Asbestos at Work Regulations 2002; those who have been exposed to lead in accordance with the Lead (Control of Lead at Work Regulations 1980) or those exposed to radiations in accordance with the (Ionising Radiation Regulations 1985)), those records will be retained for 40 years from the termination of employment.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation	Processing is necessary to meet our employment law, and Health and Safety obligations.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	N/A		
47	Research project and funding applications and renewals.	We obtain this data from the University of Oxford We obtain this data from you	As part of your record as an employee or office-holder at the College.	This data will be retained for a period of one year from the completion of the research project or, if unsuccessful, one year from the date of notification that the application was unsuccessful.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legitimate interest in recording the research activities of our employees and office holders, and identifying sources of funding they receive and supporting applications for funding made.	N/A		N/A	
48	Capability procedure records, including reasons for commencing the process, relevant performance indicators, records of review meetings and feedback, decisions and outcomes.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To support the development of our employees and to appropriately manage under-performance.	This data will be retained for 6 years from the end of employment.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legitimate interest in managing the under-performance of employees appropriately.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	N/A		
49	End of employment records, including details of exit interviews, relevant correspondence, and redundancy records (redundancy details, calculations of payments, refunds, notification to the Secretary of State) or termination records.	We obtain this data from you We generate this data about you	To understand the reasons that employees and office holders leave, to identify trends and issues, and to enable us to make improvements going forward. Where employees have left due to redundancy or their contracts have been terminated, we keep records to ensure we can respond appropriately to any ongoing queries.	These records will be retained for 6 years from the date of termination of your employment.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for compliance with a legal obligation.	We, and other members of the College, have a legitimate interest in understanding the reasons that employees and office holders leave. We also have a legitimate interest in holding appropriate records relating to potentially contentious decisions. Processing of some data is necessary to comply with employment legislation and HMRC obligations.	Explicit consent (to the extent that data relates to ill health)	You have consented to the processing. The processing relates to personal data that you have manifestly made public. The processing is necessary in connection with legal proceedings (including prospective legal proceedings) The processing is necessary for the purpose of obtaining legal advice.	Where allegations of, or convictions for, criminal offences are held as part of leaver records, this data will usually be either public information, held for the purpose of obtaining legal advice in connection with legal proceedings, be necessary for the exercise of a function conferred on the College by an enactment or the rule of law, or held in the public interest for the purpose of protecting the public against unfitness, improper conduct or similar. Where no such grounds for processing this data apply, it will be held and processing only based on your consent.	
50	Employee and office-holder benefits scheme membership details, including (where relevant) but not limited to subscriptions for childcare vouchers and details of relevant childcare providers used, healthcare interest free loans and travel passes.	We obtain this data from you We generate this data about you Third party	As part of the proper functioning of the employee and office holder benefits system.	These records will be retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you		N/A		N/A	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
51	Library access and book records, overdue book records, records of library cards and library fines.	We generate this data about you	To operate library facilities	These records will be retained for a period of one year from the date of closure of your library account.	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public interest		N/A		N/A	
52	Records of College cultural life and personal papers donated by member, including written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To allow the College's cultural life to function and flourish, and in order to maintain a record of College life, which may be relevant to you individually (for example if you later request confirmation of historical details from us), and which is also part of the College's own record of what its members have achieved over time.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life.	Processing relates to personal data which you have manifestly made public		N/A	
53	Records of information security incidents and of PC misuse incidents	We obtain this data from the University of Oxford We generate this data about you	To ensure that our systems are appropriately updated and secure, and in case records are required for subsequent disciplinary or police investigations.	This data will be retained for a period of 4 years from the last date of action in relation to the incident.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in the effective management, and proper use, of its IT systems.	N/A		The processing is necessary for the purpose of obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	Most commonly such data would be processed in connection with the detection or prevention of an unlawful act.
54	Email contact information used in ad hoc mailing lists, for example for College events.	We obtain this data from you We generate this data about you	To enable employees and office-holders to participate in College events.	Your email contact data will be removed from mailing lists within three months of the termination of your employment.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College, its employees and office holders have a legitimate interest that employees and office holders are notified of College events.	N/A		N/A	
55	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We generate this data about you	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	This data will be retained for a period of 7 years from the termination of your employment, unless there is compelling justification for the data to be retained for a longer period eg in connection with legal advice, or in relation to auditing obligations.	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
56	Joint equity scheme arrangements, including title documents, copies of mortgage paperwork and payment records	We obtain this data from you We generate this data about you Third party	For the proper functioning of the College joint equity scheme arrangement.	These records will be retained for 7 years following release of the College's charge over the property.	Processing is necessary for performance of our contract with you. Processing is necessary in order to take steps at your request prior to entering a contract		Substantial public interest under the UK Data Protection Act 2018	To the extent that it is necessary to process special category data, this will be done for reasons of substantial public interest under the UK Data Protection Act 2018.	The processing is necessary for the purpose of obtaining legal advice The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	To the extent that criminal conviction data is relevant and processed by use in relation to the joint equity scheme, we would process it for the purpose of obtaining legal advice.
57	SCR membership files: names, contact details, commencement of membership, terms.	We obtain this data from you We generate this data about you	Certain individuals are members of the College SCR post-employment or in circumstances where they have never been employed by the College. Files relating to such members, which provide a record of arrangements in place between us, are kept by the College.	These records will be retained for one year following the end of your SCR membership.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The proper maintenance of SCR records is in you, and our, legitimate interests.	Explicit consent		N/A	
58	University Staff Card	We obtain this data from you We generate this data about you	To enable you to access College facilities (pc access and printers, door access, meal tokens) and maintain the security of the College (visual identification of staff)	A skeleton record is held permanently.	Processing is necessary for performance of our contract with you		N/A		N/A	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
1	Applications for and decisions about financial support, for example scholarships, bursaries and hardship funds. This includes communications that we send and receive to third parties that provide financial support.	We obtain this data from you; We generate this data about you; We may receive decisions from third parties that provide financial support.	In order to make decisions about financial support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	You have given your consent to the processing for one or more specific purposes.					
2	Records of open days: these include attendees names and contact details, records of attendance at subject meetings and any accommodation bookings we make (and if you book accommodation, details of who you would like us to contact in case of emergency).	We obtain this data from you We generate this data about you		For six months after the open day.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and prospective students have a legitimate interest in arranging and attending open days to share and learn about College life before deciding whether to apply.				
3	Information you provide to us or the University of Oxford during the application process, including with your UCAS and graduate application forms consisting of your name, intended course, preferred Colleges, contact details, gender identity, education and employment history, predicted grades, language proficiency, personal statement, references and any research proposal or written work that you submit during the application process.	We obtain this data from the University of Oxford	To make admission decisions.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in administering applications and deciding who should be offered places.				
4	Records of our admissions decisions, including decision letters that we send to applicants, notes of your interview performance, feedback we provide you on your application, records of the offers we make, records of whether you accept the offer, and where you do, records of whether you meet the conditions of the offer and records of whether you enrol at the College. We also receive details of equivalent decisions by the University department that you apply to.	We obtain this data from the University of Oxford We generate this data about you	To make admissions decisions and inform you of the outcome.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in administering applications and deciding who should be offered places.				
5	Sensitive data that you provide during the application process, consisting of information about your ethnicity, disabilities, special needs, dietary requirements (whether for health or religious reasons), and records of any criminal convictions that you inform us about. Records of our decisions taking this information into account.	We obtain this data from the University of Oxford We obtain this data from you	We process this data in order to consider whether to make reasonable adjustments (in the case of information about your disability and/or health), to implement them and for equality monitoring purposes. In the case of criminal convictions, the College and University will use this data to consider and make decisions about whether any conviction poses an unacceptable risk in the collegiate university environment.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in assessing whether any individual poses an unacceptable safety risk.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 . The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing must be carried out without consent so as not to prejudice those purposes.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes criminal convictions/allegations data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety law . The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning health and safety. The processing must be carried out without consent so as not to prejudice those purposes.
6	Your fee status (e.g. home, EU, or international) and associated information about your country of residence, the amount of your fees and funding information including your financial declaration, any supporting information you provide about funding (e.g. loans, grants, sponsorship and/or self-funding resources, including copies of evidence you submit) and decisions that we make in light of that information. The evidence submitted by you or on your behalf may include financial information about those assisting you financially, for example parents' bank statements. We may also share this data with the University.	We obtain this data from you We obtain this data from third parties (e.g. parents).	In order to determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for compliance with a legal obligation	Legislation determines to an extent the level of fees you are required to pay, based on your country of residence.				

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
7	Pre-application communications with prospective students.	We obtain this data from you We generate this data about you	To answer queries that you may have about studying at the College.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in receiving and responding to a range of queries from prospective students.				
8	We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This involves us taking copies of passports and visas, which we store electronically and share with the University so that it has records of students' entitlement to study. We also provide the University with students' name, date of birth, passport number, course, fees paid & due for it to share this information with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.	We obtain this data from you We generate this data about you	Overseas students need visas in order to attend university.	Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.	Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation		Explicit consent			

IT Functions, including users of College email and telephone/mobile devices

1	Firewall, security and PC misuse incident log files consisting of the date and time of incident, which user (name and/or user name), details of the incident and any consequential action taken.	We generate this data about you	In the course of maintaining the College's networks, protecting their integrity, investigating computer misuse and to minimise the risk of misuse recurring. Such records might also be used for disciplinary purposes where staff or students have breached College policies.	6 years from the date we learn of the incident.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in maintaining the integrity of its systems, to investigate misuse and taking action to prevent misuse recurring. Keeping such records is also necessary to comply with the College's security and accountability obligations under data protection laws.			The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes	
2	Login information for students, staff, fellows and visitors consisting of time, date and duration of login, username and name of person logging in, their university card number, IP and MAC addresses associated with login, records of which users have printed documents and at what time/date, details of any charges for printing. We also hold records of the level of access permission users have to the system and which areas (e.g. staff, student, visitor, administrator). We also hold encrypted / obfuscated password information and records of internet usage (including records of sites visited, time and date of visit).	We obtain this data from you We generate this data about you	As a necessary part of the management and operation of our systems and controlling who has access to them. In cases of misconduct or copyright abuse such records might also be used as part of any investigation or staff/student disciplinary action. Records of internet usage are required to assist with troubleshooting and determining which users are affected by a security incident. They are also required to monitor and/or prevent: -malicious network traffic -suspected access of illegal materials, alleged copyright infringement and/or violations of University or College IT or disciplinary regulations Encrypted password information is held to enable users to login to our systems with their password.	Login information and internet use logs are retained for 18 months. Password and access level information is retained for as long as you are entitled to use our systems (e.g. whilst you are a student or staff member).	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for compliance with a legal obligation. In the case of staff and students, processing is necessary for performance of our contract with you.	The College has legitimate interest in keeping records of who has accessed its systems, websites visited and activity to assist with IT security and in taking disciplinary action under its contracts with staff or students if appropriate. Keeping such records and monitoring activity is also necessary to comply with the College's security and accountability obligations under data protection laws.			The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes.	
3	IT support logs and records consisting of user names/contact information, dates and times of requests/problems, details of requests and details of steps taken and resolution of requests.	We generate this data about you	In the normal course of operating and maintaining our systems	IT support logs are retained for 12 months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in keeping such records to help it maintain the functioning and security of its systems. Keeping such records is also necessary to comply with the College's security and accountability obligations under data protection laws.				
4	Records of telephone calls made and received (records of numbers called to/from, duration of calls).	We obtain this data from you	The data is provided to us by providers of telephone services (mobile and landline) to the College. We use this data to ensure we have been invoiced correctly by the provider, and to check that College provided telephones are being used in accordance with College policy.	Records are retained for 12 months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the proper and efficient administration of College telephones and in ensuring they are being used correctly.	N/A		N/A	

Student Data

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
1	Your dates of attendance, course of study and outcome of your studies, results of College examinations ("collections"), University examinations, and College and University assessments, awards, scholarships and prizes conferred. Records of your student status, including whether you are on the visiting student programme and whether you are a full-time or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.	We generate this data about you; We obtain this data from the University of Oxford.	So that we have a record of your results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance. So that we can administer and provide your course.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the performance of a task carried out in the public interest; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in processing this data so that it can deliver your course. Where we keep information for the purposes of the College archive, the College has a legitimate interest in maintaining a record of who has attended, the results, awards, prizes and scholarships that were awarded, so that it may provide references and verify attendance and as part of its historic archives.	N/A		N/A	
2	Information about your health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.	We obtain this data from the University of Oxford; We obtain this data from you; We obtain this data from third parties, such as medical professionals that you ask to provide us with information.	When we consider what reasonable adjustments to make to our provision of accommodation, catering or teaching or we need to take account of any dietary requirements you have (whether for medical or belief reasons), or where there is a medical emergency, and any decisions that we take as a result.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in taking such information into account when it makes decisions that may affect your health, wellbeing or ability to participate. Processing is also necessary for compliance with equality law, and/or food safety law.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 and/or under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.	N/A	
3	Information about your ethnicity, health, religion or philosophical beliefs and/or sexuality processed for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment, with a view to enabling such equality to be promoted or maintained.	We obtain this data from the University of Oxford We obtain this data from you	For equality monitoring purposes	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its students have a legitimate interest in monitoring and promoting equality of opportunity.	Substantial public interest under the UK Data Protection Act 2018	The processing is necessary for equality of opportunity or treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.	N/A	
4	Records of student performance and attendance, including records of student self-assessment.	We obtain this data from you We generate this data about you	To help develop and guide you during your studies, our tutors monitor and assess your contributions in tutorials, including your written work, provide feedback and may ask you to self-assess your progress.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in keeping such records to help develop and guide students during their studies.	N/A		N/A	
5	Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to written work and submission of extenuating circumstances. Decision-making about such requests and records of actions taken.	We obtain this data from you We generate this data about you	We process this information and make decisions about you when you ask us to, and in accordance with the College's policies relating to such requests.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for the performance of a task carried out in the public interest Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in ensuring that such requests for assistance are considered pursuant to its procedures and in accordance with relevant legislation.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.		
6	Records of student helpers at College events, consisting of the name and contact details of the helper, records of the hours worked and records of any payments or other benefits paid by the College	We obtain this data from you	So that we have records of which students act as helpers at College events and can administer our events and can make payments/provide other benefits to student helpers.	For 6 months after the end of the academic year you cease to be a registered student. For 6 years for records held for tax/accounting purposes	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and prospective students attending open days have a legitimate interest in current students acting as hosts, to give prospective students an insight into College life.				

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
7	Details of your accommodation tenancy or licence agreement, including the duration of your occupancy, payments you have made and decisions about accommodation applications and room allocation.	We generate this data about you	In order to provide you with accommodation.	Records relating to accommodation tenancy or licence agreements will be retained for 6 years after the end of the academic year when your tenancy or licence ends.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its residents have a legitimate interest in the College providing accommodation and operating it efficiently and safely.				
8	Other records relating to your accommodation, for example your contact information, accommodation requests and preferences, booking forms for students and guests, records of any family members or dependants who occupy the accommodation, records of overnight guests, lost property records, rental of fridges, records of your accommodation inventory and of the condition/cleanliness of your accommodation throughout your occupancy.	We obtain this data from you	In order to provide you with accommodation and related services and so that we have records for safety purposes of who is in College premises.	These records will be retained for six months after your tenancy or licence ends.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its residents have a legitimate interest in the College providing accommodation and operating it efficiently and safely.				
9	Records of requests and bookings for rooms and facilities for events held by students/student societies, including records of any decisions the College makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.	We obtain this data from you We generate this data about you	As part of the system for providing College facilities to students and student societies.	Records will be retained for one year from the date on which a decision is made.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for the performance of a task carried out in the public interest; Processing is necessary for compliance with a legal obligation.	The College has a legitimate interest in ensuring that such requests and bookings are considered pursuant to its procedures and in accordance with relevant legislation. The College has a legal obligation under the Education (No 2) Act 1986 to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
10	Financial information including your contact information and details of invoicing and payment (including payment information such as credit card or banking payment information) of "battels", namely: College fees, accommodation, deposits, food and drink, laundry, use of sporting and other facilities as we have arranged with you.	We obtain this data from you We generate this data about you	In order to provide your course, accommodation and associated services.	Records of outstanding payments will be retained until they are paid in full. Records relating to invoicing and payment details will be retained for six months after the date on which you cease to be a registered student at the College.	Processing is necessary for performance of our contract with you;					
11	We also collect University Fees on behalf of the University; the University informs us what you owe so that we may do this. We transfer the fees to the University, which then updates the record of what you owe.	We generate this data about you We obtain this data from the University of Oxford	We collect fees due to the University on its behalf and account to it for such fees.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for the performance of your contract with the University. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The University has a legitimate interest in collecting fees due to it.				
12	Information that you submitted to UCAS and/or the University, College or any third party when you applied to study at Oxford, including your academic, employment history, predicted grades, language proficiency and personal statement; details of our admissions decision about you. Details of any references, written work or research proposals you submit as part of your application, and any records we make of your application or interview. Communications between us about your admission, including feedback we provide.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you We may also obtain this data from schools or referees	So that we have a record of our admissions decisions and can administer your application and your course. Also so that we have information and about your background and history if we are asked to provide a reference at a later date.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in being able to provide references to its students and former students.				

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
13	Details of any criminal records that you declare to us on your application, or during your studies, or of any criminal incidents or allegations concerning you reported to us by anyone else.	We obtain this data from you; We generate this data about you; We may obtain this data from third parties.	So that the College is a safe and secure environment.	Where criminal convictions, incidents or allegations are declared or reported to us, we will retain this data permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in requiring data or DBS checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
14	Your fee status (e.g. home, EU, or international) and associated information about your country of residence, the amount of your fees and funding information including your financial declaration, details of any guarantee from parents or others, any supporting information you provide about funding (e.g. loans, grants, sponsorship and/or self funding resources, including copies of evidence you submit) and decisions that we make in light of that information.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you We obtain this data from third parties (e.g. parents, sponsors, guarantors).	In order to determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation	Legislation determines to an extent the level of fees you are required to pay, based on your country of residence. The College has a legitimate interest in being able to satisfy itself that students have appropriate arrangements in place to meet the costs of their course and living expenses.				
15	Disciplinary, harassment or grievance records if a disciplinary, harassment, grievance or other complaint is made by you or about you to the College, including records of any investigation and / or decision that we take, and of any appeals process.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you We obtain this data from third parties	So that the College can maintain appropriate standards of conduct and behaviour for the benefit of all its members and visitors.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College, its staff and students have a legitimate interest in the College being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
16	Records of College cultural life: photographs and written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes.	We obtain this data from you We generate this data about you We obtain this data from third parties	To allow the College's cultural life to function and flourish, and in order to maintain a record of College life, which may be relevant to you individually (for example if you later request a reference from us), and which is also part of the College's own archive record of what its members have achieved over time.	Records will be retained within College archives permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life, including for researchers and future students.				
17	Meal bookings and attendance.	We obtain this data from you	So that we may provide catering services to students and invoice them correctly for the services provided.	For 3 months after the end of the academic year when you cease to be a registered student.	Processing is necessary for performance of our contract with you.					
18	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We generate this data about you	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be retained for a longer period (for example in connection with legal advice, or in relation to auditing obligations).	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
19	Passport records for overseas trips and events.	We obtain this data from you	Where the College organises an event abroad (for example a College Choir event).	For 3 months after the date on which you return from the overseas event/trip.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in arranging cultural events abroad.	Explicit consent			
20	Information and copies of records confirming your entitlement to study in the UK, including records of your confirmation of acceptance for studies, passport, student visa and/or biometric residence permit, attendance records. We also have access to the University's system that shows whether you have the right to work in the UK.	We obtain this data from the University of Oxford We obtain this data from you		For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College, its students and the University have a legitimate interest in the Colleges being able to provide information to the University in order to enable it to comply with immigration law obligations. In the case of right to work information, the processing is necessary for the College to comply with the requirements of UK Visas and Immigration under immigration law.				
21	We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This involves us taking copies of passports and visas, which we store electronically and share with the University so that it has records of students' entitlement to study. We also provide the University with students' name, date of birth, passport number, course, fees paid & due for it to share this information with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.	We obtain this data from you We generate this data about you	Overseas students need visas in order to attend university.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation		Explicit consent			
22	Emergency contact details	We obtain this data from you	So that we are able to contact people close to you in the event of an emergency.	For 6 years after the end of the academic year when you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its students have a legitimate interest in the College being able to contact someone you nominate for emergency situations.				
23	Information about your contractual terms and conditions, personal tutor, university card number, contact details and any carer responsibilities that you tell us about.	We obtain this data from you We generate this data about you	So that we are able to deliver your course and can take account of your circumstances when we deliver it.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in being able to take account of relevant circumstances when providing your course.				
24	Records of attendance at and participation in College committee meetings	We generate this data about you	Where you are a student member of a College committee, we may record your attendance and details of your involvement in the meeting minutes and in internal communications.	A permanent record will be retained in the College archive where your attendance and comments are recorded in committee minutes. Other records will be held for 6 years after the end of the academic year when you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in having student representatives on certain committees, and it is necessary to process your data for those committees to function properly.				
25	Applications for and decisions about financial support, for example scholarships, bursaries and hardship funds. This includes communications that we send and receive to third parties that provide financial support.	We obtain this data from you We generate this data about you We may receive decisions from third parties that provide financial support	In order to make decisions about financial support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for performance of a task in the public interest.	The College has a legitimate interest in receiving, considering and making decisions about financial support in the interests of its students.				
26	Records relating to degree ceremonies; attendees, catering requirements, names of your guests.	We obtain this data from you We generate this data about you	In order to provide and operate degree ceremonies.	These records will be retained for one year from the date on which the ceremony took place.	Processing is necessary for performance of our contract with you.					
27	Records concerning nominations and decisions to confer prizes, scholarships and awards, where third party donors are not involved.	We obtain this data from you We generate this data about you	In order to decide who is to receive scholarships, awards or prizes.	Nomination and decision-making records will be retained for 6 years after the end of the academic year when you cease to be a registered student. A record of the award itself will be retained permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in making awards and awarding scholarships and prizes to students, and in fulfilling the wishes of its benefactors.				

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
28	Records concerning nominations and decisions to confer prizes, scholarships and awards from third party donors.	We obtain this data from you We generate this data about you; We receive this information from third party donors.	In order to decide who is to receive scholarships, awards or prizes.	Nomination and decision-making records will be retained for 6 years after the end of the academic year when you cease to be a registered student. A record of the award itself will be retained permanently.	We will only share your information with such a donor with your consent.					
29	Student debtor records and records of debts recovered, records of decisions we take about debts.	We generate this data about you	In order to consider and take appropriate action. Depending on the circumstances this may include exploring alternative funding options and support that the College may offer, instalment payments, considering and implementing other measures to recover debts, such as late payment charges, disciplinary options and/or debt recovery action.	Records of outstanding payments will be retained until they are paid in full (or a final decision is made in relation to recovery of the debt). Information will otherwise be retained for 6 years from the date on which you cease to be a registered student of the College.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in being able to collect debts owed by students and former students.				
30	Library access and book records, overdue book records, records of library cards and library fines.	We generate this data about you	To operate College library facilities.	These records will be retained for a period of one year from the date of closure of your library account.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in being able to operate its library and collect fines in accordance with its regulations and procedures.				
31	Records of any decisions that you tell us about regarding your course, such as options you wish to take, or if you decide to change or withdraw from your course, intermit or suspend your studies. Records of any decisions we make about your wishes, such as whether to allow you to take options, change your course or suspend your studies.	We obtain this data from you We generate this data about you	In order to consider and make decisions about your requests.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in being able to make decisions about your requests in accordance with its regulations and procedures.				
32	Welfare records, including confidential records about requests for support and counselling, and of support and counselling provided.	We obtain this data from you We generate this data about you	In order to provide support and counselling services to our students.	For 6 years after the end of the academic year when you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its students have a legitimate interest in providing and having access to support and counselling services.	Explicit consent			
33	Records of students who have opted out of public display of their results/scholarships/awards/prizes	We obtain this data from you	In order to comply with student requests	For 3 months after the end of the academic year when you cease to be a registered student.	Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation.					
34	Mailing lists informing you about events and other information about the College and University.	We generate this data about you	To enable students to participate in College events	Your email contact data will be removed from mailing lists within three months of the date on which you cease to be a registered student at the College.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its students have a legitimate interest that students are notified of information about the College and University (for example, events).				
35	Student information that appears in marketing and outreach materials, such as photographs of students and quotations about their experience, records of any students that participate in outreach activity.	We obtain this data from you	To promote the College to potential applicants.	Permanently. Student information may be transferred to College archives for purposes in the public interest, or for historical research purposes as a record of College life.	You have given your consent to the processing for one or more specific purposes					
36	Research student records, including details of your supervisor, the supervision process, examiner, College advisor, thesis title, submission and viva details and outcomes, progress reports, records of meetings about your progress.	We obtain this data from the University of Oxford We generate this data about you	In order to monitor your progress and make decisions about it.	Permanently.	Processing is necessary for performance of our contract with you.					
37	Records of consultations and any medical treatment or advice given by the College nurse.	We obtain this data from you We generate this data about you		For 3 years after the end of the academic year when you cease to be a registered student, or when you reach age 21, whichever is later.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in making a College nurse available to provide basic medical advice and treatment to its students.	Processing is necessary for health purposes under the Data Protection Act 1988.			

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38	Data listed in this table that we hold after the end of your contract with us, including data that we hold permanently for archiving and research purposes.		In order to provide references, and so that we have a record if required by a regulator, for archiving and research purposes and/or for the purposes of legal claims.	See periods listed elsewhere in this table.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in being able to provide references to its students and former students, and in being able to provide information to regulators, and/or defend or make legal claims. The College also has a legitimate interest in maintaining an archive of its activities as part of a long established university with a strong identity, history and research tradition, and in maintaining such records for future research.	Processing is necessary for the establishment, exercise or defence of legal claims. Processing is necessary for archiving in the public interest, and/or for historical research purposes.	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. The College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.	Processing is necessary for the establishment, exercise or defence of legal claims. Processing is necessary for archiving in the public interest, and/or for historical research purposes.	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. The College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.
39	References we provide.	We generate this data about you	Where we are asked to provide a reference for you.	Copies of references will be kept for six years from the date of provision of the reference. An entry noting that a reference was provided will be retained on your permanent record.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College, its students and the recipients of references have a legitimate interest in providing and receiving references.				

Libraries and Archives

1	Names, contact information, the dates and nature of inquiries relating to visitors, enquirers, researchers and donors to our libraries and archives. Records include the contact details of applicants for access to College's libraries and archives, records of applications including the reasons for the application, the nature of the records requested and the access granted. Records may include disability information if this is relevant to accessibility of the collections. It may also include information about the reasons for the researcher's interest, which may refer for example to their religion or belief.	We obtain this data from you We generate this data about you	To maintain a record of how our libraries and archives have been used and who has previously used them, so that we can monitor the use and integrity of our collections. It is useful to refer back to earlier enquiries on similar topics. This information is also retained for the security of the collections.	Permanently, except for disability information provided to us solely for accessibility purposes, which will be retained for 12 months after your last contact with us.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining the integrity of its libraries and archives, to ensure they are kept securely and are available as a resource for researchers and others with a legitimate interest in reviewing the collections.	Processing is necessary for compliance with equality law (Substantial public interest under the UK Data Protection Act)			
2	Records of College cultural life: photographs, pictures, written records, trophies, other memorabilia and ephemera of college members, teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes. This may include written correspondence and minute books relating to these matters.	We obtain this data from you We generate this data about you We obtain this data from other third parties e.g. student societies.	As part of the College archive recording College life, which may be relevant to you individually (for example if you later request a reference from us), but which is also part of the College's own record of what its members have achieved over time.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life.	Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act			
3	Conservation information relating to items in the College's libraries and archives, including the identity of who carried out the conservation and of the item on which the conservation measures were performed.	We obtain this data from you We generate this data about you We obtain this data from third parties	To maintain a record of conservation measures applied to items in our libraries and archives to help with future conservation.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining records of conservation measures which will assist future conservators to make decisions about the appropriate conservation techniques to use.	N/A			
4	Personal papers and collections donated to the College's libraries and archives. These may consist of correspondence and documents relating to and/or referring to the donor or third parties.	We obtain this data from you We may receive this from third parties (e.g. donors)	We accept and maintain papers and collections of significance to the College or which are otherwise of importance as an archive.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in receiving collections and papers for its libraries and archives, and donors have a legitimate interest in giving such collections and papers to the College.	Processing is necessary for archiving purposes in the public interest and for research purposes as permitted under the UK Data Protection Act			

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5	Records of the acquisition of items in the libraries and archives, including who the item was received from and the date of receipt. Catalogues, indexes and lists of items in the collections including the same information.	We generate this data about you	To maintain records of the contents of our collections and how they were acquired, as records in their own right and in case enquiries are subsequently made about the stored items themselves (for example, about ownership of the item).	Permanently.	Processing is necessary for the performance of a task carried out in the public interest Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in recording, indexing and cataloguing its library and archive acquisitions.				
6	Archives of academic conferences, seminars and lectures hosted and/or organised by the College, consisting of the names of attendees, agenda/programmes, papers delivered. These records may include the personal data of attendees and organisers.	We obtain this data from you		Permanently.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in archiving past conferences, seminars and lectures that it hosted and/or organised.				
7	Student files including dates of attendance, course of study and outcome of their studies, results of College examinations ("collections"), University examinations, College and University assessments, awards, scholarships and prizes conferred, applications (e.g. UCAS forms and references), academic and disciplinary records. These files may include information about a former student's personal life including their health, family circumstances, ethnicity, sexuality, political opinions, religious or philosophical beliefs, criminal convictions or allegations, gender, background, family circumstances and/or financial circumstances.	We generate this data about you; We obtain this data from the University of Oxford.	So that we have a record of student results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance. To maintain the College archive of its former students and to historically document the College's teaching function, and for the purposes of future research.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the performance of a task carried out in the public interest; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in maintaining an archive of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.	Processing is necessary for archiving in the public interest, and/or for historical research purposes.	There is a public interest in the College maintaining its archive of College life for future generations and in the context of the College history and strong identity. The College is required to implement appropriate safeguards for individuals' rights and freedom. The UK Data Protection Act provide safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out of the purposes of measures or decisions with respect to a particular data subject unless the purposes for which the processing is necessary include the purposes of approved medical research.	The processing meets a condition on Part 1 of the Schedule of Schedule 1 to the Data Protection Act 2018	Where it processes such data, the College is required to implement appropriate safeguards for individual rights and freedoms. The UK Data Protection Act provide safeguards by making specific provisions preventing processing which is likely to cause substantial damage of substantial distress to a data subject; and/or which is carried out for the purposes of measures or decision.
8	Employee records for academic staff consisting of the employee name, dates of employment, role(s) and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references given.	We obtain this data from you We generate this data about you	To maintain historic records of College employees for the archive, and in case we are approached for references.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research. The College, its former employees and other parties have a legitimate interest in the College being able to provide references for former staff	Processing is necessary for archiving in the public interest, and/or for historical research purposes.			
9	Employee records for non-academic staff, consisting of the employee name, dates of employment, role(s) and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references given.	We obtain this data from you We generate this data about you	To maintain historic records of College employees for the archive, and in case we are approached for references.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research. The College, its former employees and other parties have a legitimate interest in the College being able to provide references for former staff				
10	Governing body and committee agenda, minutes and related correspondence. These may include personal data of the meeting attendees, correspondents and of individuals referred to in the documents.	We obtain this data from you We generate this data about you	To maintain a historic record of College administration.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.	Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act			
11	Financial records and legal records relating to College assets and the College estate. These may include the personal data of individuals involved in managing the College assets and estate, witnesses and parties to legal documents.	We obtain this data from you We generate this data about you	To maintain a historic record of College finances and assets.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.				
12	Records relating to College buildings, including architectural records and maintenance records. These may include the personal data of those involved in construction and maintenance of College buildings.	We obtain this data from you We generate this data about you	To maintain a historic record of College architecture, and to assist future conservation of College buildings.	Permanently.	Processing is necessary for the performance of a task carried out in the public interest; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in maintaining its historic buildings. It also has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.				

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13	Governance documents: College statutes and documents relating to their interpretation, including Privy Council documents and correspondence, decisions and documents relating to the College Visitor, Royal Commissions and related documents. These records may include the personal data of those named in the documents, including correspondents.	We obtain this data from you We generate this data about you	To maintain a historic record of governance documents relating to the College.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its governance documents for future reference.				

Alumni, donors and supporters

1	Details of prizes, scholarships, bursaries, including details of the recipients and donors.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	We record prizes, scholarships, and bursaries awarded, including details of the recipients and donors. In addition to keeping a record of monies received and distributed, we are required to provide appropriate updates to donors regarding the use of their donations, and we facilitate communications between communities of scholars, and between donors and recipients. We also retain the information as part of the ongoing deep relationship and communications between the College and individual alumni.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in recording and retaining data on monies received and distributed. We, our alumni, and other donors, have a legitimate interest in our holding information pertinent to the ongoing deep relationship and communications between us. Donors also have a legitimate interest in understanding the use(s) to which their contributions are put.	N/A		N/A	
2	Contact details (name, current and historic addresses, telephone numbers), as amended from time to time.	We obtain this data from the University of Oxford We obtain this data from you Third party	In order to be able to contact alumni and continue to develop the ongoing relationship between the College and its alumni. We continue to hold historic addresses to facilitate contact, as they often remain valid addresses for contact, and may represent additional properties used by an alumnus. They also assist in our checks on the accuracy of our records.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in the College maintaining contact information in order to facilitate communication between us.	N/A		N/A	
3	Graduation ceremony applications (excluding dietary information), related correspondence.	We obtain this data from you We generate this data about you	To enable you to attend your graduation.	We retain this data until [6 months] after your graduation ceremony has taken place.	Processing is necessary for the performance of our contract with you Processing is necessary for the performance of a task carried out in the public interest Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the retention of this data for a period following your graduation ceremony, as it may be relevant to respond to queries, or for administrative purposes.	N/A		N/A	
4	Legacy documentation, including correspondence with future and prospective legators, copies of relevant wills or sections of wills.	We obtain this data from you We generate this data about you	As a record of amounts and documentation relating to future/proposed donations, to enable the efficient transfer of relevant funds at the appropriate time, and to enable the College to plan for the future. We also stored and use this information so that the College/University can accurately follow the wishes and intentions of alumni/supporters who indicate that they will be leaving a legacy. In addition, details of proposed legators will be used to thank legators during their lifetime.	Details of a legator's identity, the amount of any legacy, and the use to which it was put will be stored by the College and/or University in perpetuity. Where a legacy contains conditions, directions or is subject to a dispute, we will retain all information held pertaining to that legacy until (a) 15 years following the end of the dispute or any potential further disputes, or (b) until the assets forming the legacy are exhausted (whichever is longer).	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in seeking legacy donations, holding a record of expected legacy donations, thanking legators and their families, and having materials available to demonstrate the College's interests in such funds.	N/A		N/A	
5	Rights to use College facilities: library access and borrowing rights; dining rights; reduced rates for accommodation, etc.	We generate this data about you	To enable the College to recognise, and for you to exercise, your rights as a College alumnus. We also record instances where you have exercised your alumni rights as part of the proper operation of College library facilities.	Details to the rights you have as regards College facilities will be held in perpetuity. We retain records of your exercise of those rights/access to facilities for a period of [7 years] following the last instance.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the proper operation of College library facilities. We, and you, have a legitimate interest in the accuracy of library records.	N/A		N/A	
6	Library records: details of your name, book donations you have made, and dates of donations are retained by the College library.	We generate this data about you	To recognise and record the contribution made by individuals to the College.	We retain details of such donations permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in recording and recognising the contributions you have made to the College.	N/A		N/A	

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7	Information about your health, dietary requirements and/or disabilities.	We obtain this data from you	When we consider what reasonable adjustments to make, or we need to take account of any dietary requirements you have (whether for medical or belief reasons), when planning for you attendance at alumni events. In addition, we have an obligation to confirm that the College is following applicable fundraising policies (such as vulnerable person policies). Further, if you request that we cease to contact you, we will record the reason you give (if any) for statistical purposes. [Please confirm whether you do, in fact, run statistics regarding the reasons people decline contact? No other special category ground appears relevant (outside of consent)]	Permanently.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law, and/or food safety law. We are also required [by law?] to implement and check compliance with certain policies regarding our fundraising activities. We, and you, also have a legitimate interest in ensuring that you receive an appropriate service and treatment in your interactions with us, including in our ability to proactively offer you facilities designed to meet your needs.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under the Equality Act 2010 and/or pursuant to its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	
8	Security records, including CCTV records, access control records and records of keys issued. Records of security incidents, accident reports and health and safety records.	We generate this data about you	To monitor the attendance of people on College premises, events on college premises, and relevant incidents occurring, as part of the College's safety and security arrangements.	CCTV records are retained for [one month]. Access, accident, health and safety, and similar records are retained for [7 years].	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in monitoring the attendance of people on College premises, as part of the College's safety and security arrangements.	Substantial public interest under the UK Data Protection Act 2018	To the extent that special category data is recorded, this will be done under the substantial public interest as being required under an enactment or rule of law, or preventing or detecting unlawful acts.	The processing relates to personal data that you have manifestly made public The processing is necessary in connection with legal proceedings (including prospective legal proceedings) The processing is necessary for the purpose of obtaining legal advice The processing is otherwise necessary for establishing, exercising or defending legal rights The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018 The processing	
9	Records of College cultural life while you attended the University: photographs and written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To maintain a record of College life, which may be relevant to you individually (for example if you later request a reference from us), and which is also part of the College's own record of what its members have achieved over time. We also add the facts of your memberships/interests, activities and achievements onto our database, to ensure we offer a personalised experience in our relationship with you.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life. We, and you also have a legitimate interest in ensuring that we have a positive and well-informed ongoing relationship.	Processing relates to personal data which you have manifestly made public	To the extent that special category data is retained, this will be data that you have made public via your membership of relevant societies, attendance at and participation in events.	N/A	
10	Financial information including your contact information and details of invoicing and outstanding payments (including payment information such as credit card or banking payment information) for: accommodation, deposits, food and drink, use of sporting and other facilities, as we have arranged with you.	We obtain this data from you We generate this data about you	To take and/or pursue outstanding sums due to the College.	Payment and invoicing data will be retained for [7 years] following date of payment. Data may be retained for a longer period in the event of a dispute.	Processing is necessary for performance of our contract with you Processing is necessary for the performance of a task carried out in the public interest		N/A		N/A	
11	Opinions and comments made by you on College development and outreach programs and events, as expressed in communications with the College (to the extent recorded)	We obtain this data from you	The views, ideas and concerns of alumni help to guide College development activities. Such comments would only be recorded in relation to a specific alumnus where we have been clear that the relevant survey is not anonymous, or where the relevant opinions were expressed in correspondence which is retained. The College uses alumni comments to evaluate the success of events, activities, and to shape future strategy.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in operating a proactive, positive and engaged development program.	N/A		N/A	
12	Correspondence with you	We obtain this data from you	To hold an accurate record of our communications with you to ensure we can maintain continuity in our lifelong relationship with our alumni.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interests in the College holding a full record of our correspondence with you, which can be referred back to over the course of our relationship.	N/A		N/A	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
13	Donation histories, including contacts made, details of amounts given and pledged, projects supported, Gift Aid forms (including name, address and other details).	We obtain this data from you We generate this data about you	To record the source of monies received, wishes of donors, and to hold an accurate record of the support donors have provided to the College. We may also need to provide some details to HMRC in compliance with legal obligations. We also recognise our donors for the full spectrum of support they provide and seek to keep them updated about the projects they have supported, if they so wish.	We keep donation records, and at a minimum a skeleton record, including details of any expressions of wish, in perpetuity.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in holding records of the support you have provided to the College. You have a legitimate interest in our recording and recognising that support.	N/A		N/A	
14	Biographical information, including your interests, family news, educational history and achievements, employment history and current role details, and wealth information.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To understand your interests, circumstances and occupation, in order to deepen our ongoing relationship with you. Alumni often provide us information specifically for the College record or as news, which we will also record on our alumni database. We may also be required by law, in certain specific circumstances, to process this information.	Permanently.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in pursuing a positive long term relationship with our alumni.	Explicit consent	We avoid storing any special category data on a record relating to religious beliefs, political persuasion. However, it is possible that there might be information attached to an alum's record, in a note, in some correspondence from the alum themselves, etc that could provide an indication of such beliefs (e.g. letter from Reverend on headed paper from Church).	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Further processing activity carried out by [College/PPH] which relates to criminal offences or allegations involving donors and supporters including prospective donors and supporters (for example, in relation to money laundering or bribery offences) may also be carried out for the purposes of: 1. complying with, or assisting other persons to comply with, a regulatory requirement which involves [College/PPH] taking steps to establish whether another person has: a. committed an unlawful act, or: b. been involved in dishonesty, malpractice or other seriously improper conduct; and 2. In the circumstances, [College/PPH] cannot reasonably be expected to obtain your consent to the processing, and the processing is necessary for reasons of substantial public interest.
15	Records of your attendance at College and University events, and other involvement in College life, whilst an alumni: photographs and written records of groups, societies, teams, sports events and outcomes.	We obtain this data from the University of Oxford We generate this data about you Third party	To maintain a record of College life, which may be relevant to you individually and which is also part of the College's own record of what members have achieved over time.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life.	Processing relates to personal data which you have manifestly made public	To the extent that special category data is included in the information stored, this will be data that the relevant alum has made public.	N/A	
16	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	For subject access requests the College will keep a record of the SAR output for a period of two years following the provision of the data to the data subject.	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
17	Public awards, honours and academic prizes received by Alumni.	We obtain this data from you Third party	We retain a record of prestigious awards and honours received by our alumni, to recognise the achievements of our alumni body, and to facilitate interactions and communications between ourselves and the relevant individuals.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in acting to deepen our relationships with alumni. We also have a legitimate interest in recognising the achievements of alumni, both within our records and at a public level.	Processing relates to personal data which you have manifestly made public	To the extent that special category data is relevant, we only collect and process that data in this context if it were available from the public sources announcing the award/honour, where you chose to provide the information to us and (where relevant) consented to our publication of the same.		
18	Subjects you studied and the type(s) of degree awarded (though not your results).	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you	For the purposes of ensuring that we invite alumni back to relevant reunion events or to events they might be interested in, and to keep them up to date with news from their department(s).	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in contacting you regarding relevant events and news.	N/A		N/A	

Conferences and Events

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
1	Contact details (name, current addresses, telephone contact details), to the extent collected, of event attendees, speakers and conference organisers.	We obtain this data from you. We obtain data from third parties e.g. where someone is organising an event that involves you as a speaker.	In order to communicate with you about events and conferences you are attending, have expressed an interest in or may have an interest in.	We retain the contact details of attendees for one year following an event. Details for conference and event organisers are held for 6 years post event. If you are also an alumnus, the fact of your attendance or involvement may be noted in your alum record (please refer to the record of processing activity relating to alumni, and relevant privacy notice, for further details as to what we hold for alumni). If you have requested addition to our communications lists, in order to be notified of future events and opportunities, we will continue to hold your contact details until you tell us you no longer wish to be contacted or time has passed such that we are no longer certain that you wish to continue to receive messages and we are unable to obtain renewed confirmation from you that you do.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Where you have expressed an interest in events and conferences, processing is necessary in order to enable us to enter into relevant contracts with you or take relevant preparatory steps. We also have a legitimate interest in processing your personal contact data for the purposes of marketing additional events to you, where appropriate and in line with other regulatory and legislative regimes.	N/A		N/A	
2	Security records, including CCTV records, access control records, guest vehicle registrations and records of keys issued. Records of security incidents, accident reports and health and safety records.	We generate this data about you	To monitor the attendance of people on College premises, as part of the College's safety and security arrangements.	CCTV records, access control and access logs are retained for six months. Security incidents, accident reports and health and safety records are retained for 6 years from creation. If incidents are mentioned during Governing Body meetings, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, you, and College residents have a legitimate interest in restricting access to College property to authorised persons, monitoring the attendance of people on College premises, and maintaining a record of incidents occurring on College property, as part of the College's safety and security arrangements.	Substantial public interest under the UK Data Protection Act 2018	The College processes special category information in pursuit of our functions and under health and safety legislation, and for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the College or the data subject in connection with employment, social security or social protection.		To the extent that data recorded includes data on criminal offences, convictions and allegations.
3	Records of College events and conferences in which you have expressed an interest, or for which you have registered for and/or attended.	We generate this data about you. We obtain data from third parties e.g. where someone is organising an event on your behalf.	To enable the proper management of College events, to ensure that we have an accurate record of attendance at College events and to enable us (where permitted) to inform you of additional events which may be of interest to you. Also, to inform the planning of future events.	We retain details of events that you have attended for one year following an event, and details of conference and events that you organise for 6 years post event. If you are also an alumnus, the fact of your attendance or involvement may be noted in your alum record (please refer to the record of processing activity relating to alumni, and relevant privacy notice, for further details as to what we hold for alumni). If you have requested addition to our communications lists, in order to be notified of future events and opportunities, we will continue to hold your contact details until you tell us you no longer wish to be contacted or time has passed such that we are no longer certain that you wish to continue to receive messages and we are unable to obtain renewed confirmation from you that you do.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that you attendance is based on a contractual relationship, processing is necessary for the performance of that contract or as part of preparatory steps prior to entering into that contract. For other events, we have a legitimate interest in understanding who will be attending College events for organisational, Health and Safety and similar purposes. Further, we have a legitimate interest in all cases in recording this information, in order to assess the popularity and impact of College events, plan future events and make details of planned events available to parties likely to be interested in attending (where permitted by relevant regulatory and statutory regimes).	N/A		N/A	
4	Information about your health, dietary requirements and/or disabilities.	We obtain this data from you	When we consider what reasonable adjustments to make, or we need to take account of any dietary requirements you have (whether for medical or belief reasons), when planning for you attendance at events.	Data is collated for use in relation to specific events, and is deleted within 12 months of the event occurring. However, if you are an alum or regular donor or attendee, we may save the information on file in order that it can be referenced and appropriate provision made for you at future events.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law, and/or food safety law. We also have a legitimate interest in ensuring that you receive an appropriate service and treatment in your interactions with us.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	
5	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We generate this data about you	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	This data will be retained for a period of 7 years from the date the record was generated.	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with its obligations under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes criminal convictions/allegations data for these purposes, the College is complying with its obligations under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
6	Opinions and comments made by you on College events, as expressed in communications with the College (to the extent recorded).	We obtain this data from you	The views and concerns of attendees at our events help to guide the planning of future activities.	Comments regarding forthcoming events may be held until the event has occurred. The the extent that they are used to inform the planning of additional events, they may be referenced in College managerial documents and held in the College archives in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in proactively managing our events programme.	N/A		N/A	
7	Financial information including bank/building society account numbers, sort codes, credit/debit card numbers, invoices and outstanding payment information.	We obtain this data from you	As part of taking payments (including deposits and balances) for events, providing invoices and pursuing outstanding amounts.	For 7 years from the point of invoice. To the extent that payments remain outstanding, retention of the data may be extended to enable recover proceedings to take place.	Processing is necessary for performance of our contract with you. Processing is necessary in order to take steps at your request prior to entering a contract		N/A		N/A	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
8	Correspondence with you.	We obtain this data from you	To hold an accurate record of our communications with you.	Correspondence will ordinarily be held for its useful life, and the majority will be deleted within 7 years of receipt. However, where the content of communications continues to inform College activity, copies may be kept longer. In addition, correspondence referenced in Governing Body minutes will be added to the College archive in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interests in the College holding a full record of our correspondence with you, which can be referred back to as required.	N/A		N/A	
9	Photographs taken during events and conferences.	We generate this data about you	To maintain a record of College events, including entry of materials into the College archive. Images are also used to advertise activities within the College, both internally and externally, in circumstances where any required consents have been obtained.	Photographs taken during College events maybe held permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of College life, and in marketing College facilities and opportunities.	N/A		N/A	
10	Chapel Office: information relating to individuals who have, or intend to be, married in the College chapel, including names, ages, occupations, marriage dates, and wedding preferences and plans.	We obtain this data from you	To make the College chapel available to current and former staff, students, office-holders, members and others for the purpose of wedding ceremonies.	Details of alumni ceremonies may be noted on the relevant alum files held by the College and held permanently. A skeleton record of ceremonies is held by the College (details of main participants, type of event, dates and times). A register of marriages (which may be held by the Chapel or belong to the Parish Church – St Mary the Virgin) is held permanently.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in our recording sufficient data to enable your planned nuptials to proceed. We also have a legitimate interest in recording those details on the College Archive, as part of the record of College life.	N/A		N/A	
11	Conference room bookings (overnight guests), including names, contact details, ages, and disability details.	We obtain this data from you We generate this data about you	As part of the administration and management of College property.	For 7 years following the booking. In the event that disputes arise in relation to the booking, we may retain the data for a longer period, until a reasonable period after the dispute is resolved.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in the proper management of College facilities, in maintaining the security of College premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking College facilities.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	
12	Computer and email information, including guest login, username and password information for College IT systems, IP addresses of devices you connect to College IT systems, details of when you connected or logged in to our network, and records of internet usage.	We generate this data about you	For the proper management of College IT resources.	Records will be destroyed after one year.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the proper management of College IT resources.	N/A		N/A	
13	Meal bookings.	We generate this data about you	So that we may provide catering services to guest in accordance with relevant entitlements, and invoice correctly for services provided.		Processing is necessary for performance of our contract with you		N/A		N/A	
14	Records of requests and bookings for conferences and events, including records of any decisions the College makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.	We obtain this data from you We generate this data about you Third party	As part of the management of event bookings and to comply with our legal obligations.	Where concerns exist in relation to a proposed event, or one that has occurred, records may be retained for 6 years following the date of the event. Details of other proposed or actual events will be held for up to one year.	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under the the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes criminal conviction/allegation data for these purposes, the College is exercising functions conferred under the the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law

Research

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
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ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)
1	Contact details (name, current addresses, telephone contact details), to the extent collected, of event attendees, speakers and conference organisers.	We obtain this data from you. We obtain data from third parties e.g. where someone is organising an event that involves you as a speaker.	In order to communicate with you about events and conferences you are attending, have expressed an interest in or may have an interest in.	We retain the contact details of attendees for one year following an event. Details for conference and event organisers are held for 6 years post event. If you are also an alumnus, the fact of your attendance or involvement may be noted in your alum record (please refer to the record of processing activity relating to alumni, and relevant privacy notice, for further details as to what we hold for alumni). If you have requested addition to our communications lists, in order to be notified of future events and opportunities, we will continue to hold your contact details until you tell us you no longer wish to be contacted or time has passed such that we are no longer certain that you wish to continue to receive messages and we are unable to obtain renewed confirmation from you that you do.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Where you have expressed an interest in events and conferences, processing is necessary in order to enable us to enter into relevant contracts with you or take relevant preparatory steps. We also have a legitimate interest in processing your personal contact data for the purposes of marketing additional events to you, where appropriate and in line with other regulatory and legislative regimes.	N/A		N/A	
2	Security records, including CCTV records, access control records, guest vehicle registrations and records of keys issued. Records of security incidents, accident reports and health and safety records.	We generate this data about you	To monitor the attendance of people on College premises, as part of the College's safety and security arrangements.	CCTV records, access control and access logs are retained for six months. Security incidents, accident reports and health and safety records are retained for 6 years from creation. If incidents are mentioned during Governing Body meetings, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, you, and College residents have a legitimate interest in restricting access to College property to authorised persons, monitoring the attendance of people on College premises, and maintaining a record of incidents occurring on College property, as part of the College's safety and security arrangements.	Substantial public interest under the UK Data Protection Act 2018	The College processes special category information in pursuit of our functions and under health and safety legislation, and for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the College or the data subject in connection with employment, social security or social protection.		To the extent that data recorded includes data on criminal offences, convictions and allegations.
3	Records of College events and conferences in which you have expressed an interest, or for which you have registered for and/or attended.	We generate this data about you. We obtain data from third parties e.g. where someone is organising an event on your behalf.	To enable the proper management of College events, to ensure that we have an accurate record of attendance at College events and to enable us (where permitted) to inform you of additional events which may be of interest to you. Also, to inform the planning of future events.	We retain details of events that you have attended for one year following an event, and details of conference and events that you organise for 6 years post event. If you are also an alumnus, the fact of your attendance or involvement may be noted in your alum record (please refer to the record of processing activity relating to alumni, and relevant privacy notice, for further details as to what we hold for alumni). If you have requested addition to our communications lists, in order to be notified of future events and opportunities, we will continue to hold your contact details until you tell us you no longer wish to be contacted or time has passed such that we are no longer certain that you wish to continue to receive messages and we are unable to obtain renewed confirmation from you that you do.	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that your attendance is based on a contractual relationship, processing is necessary for the performance of that contract or as part of preparatory steps prior to entering into that contract. For other events, we have a legitimate interest in understanding who will be attending College events for organisational, Health and Safety and similar purposes. Further, we have a legitimate interest in all cases in recording this information, in order to assess the popularity and impact of College events, plan future events and make details of planned events available to parties likely to be interested in attending (where permitted by relevant regulatory and statutory regimes).	N/A		N/A	
4	Information about your health, dietary requirements and/or disabilities.	We obtain this data from you	When we consider what reasonable adjustments to make, or we need to take account of any dietary requirements you have (whether for medical or belief reasons), when planning for you attendance at events.	Data is collated for use in relation to specific events, and is deleted within 12 months of the event occurring. However, if you are an alum or regular donor or attendee, we may save the information on file in order that it can be referenced and appropriate provision made for you at future events.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law, and/or food safety law. We also have a legitimate interest in ensuring that you receive an appropriate service and treatment in your interactions with us.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations	N/A	
5	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We generate this data about you	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	This data will be retained for a period of 7 years from the date the record was generated.	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is complying with its obligations under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes criminal convictions/allegations data for these purposes, the College is complying with its obligations under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
6	Opinions and comments made by you on College events, as expressed in communications with the College (to the extent recorded).	We obtain this data from you	The views and concerns of attendees at our events help to guide the planning of future activities.	Comments regarding forthcoming events may be held until the event has occurred. The the extent that they are used to inform the planning of additional events, they may be referenced in College managerial documents and held in the College archives in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in proactively managing our events programme.	N/A		N/A	