

Magdalen College

Record of Processing Activities (ROPA)

Accommodation, 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.<br><br>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). | Processing is necessary for performance of our contract with you<br><br>Processing is necessary in order to take steps at your request prior to entering a contract<br><br>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 an expressed 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.   | 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. | 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. | To the extent that data recorded includes data on criminal offences, convictions and allegations. |

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| 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 | 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). | Processing is necessary for performance of our contract with you<br><br>Processing is necessary in order to take steps at your request prior to entering a contract<br><br>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. | 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<br><br>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. |

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| 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.<br><br>Processing is necessary in order to take steps at your request prior to entering a contract |  | N/A |  | N/A |  |
| 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 6 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 |  |

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| 9  | 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<br><br>Processing is necessary in order to take steps at your request prior to entering a contract<br><br>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  |  |
| 10 | Conference room bookings (overnight guests), including names, contact details, ages, and disability details.   | We obtain this data from you<br>We generate this data about you                    | As part of the administration and management of College property.   | For 6 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<br><br>Processing is necessary in order to take steps at your request prior to entering a contract<br><br>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  |  |
| 11 | 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<br><br>We generate this data about you<br>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 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 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 |