## Magdalen College

## Record of Processing Activities (ROPA) College Archive

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		Criminal conviction/criminal allegation grounds (further information)
	Names, contact information, the dates and nature of enquiries relating to researchers, remote enquirers and donors to College archives. Records include the contact details of applicants for access to College archives, records of applications including the reasons for the application, the nature of the records requested and the access granted.	We generate this data about you	To maintain a record of how our archives have been used and who has previously used them, so that we can monitor the use and integrity of our archives and plan cataloguing projects to target heavily used parts of the collection. Enquiries on common research topics or areas of interest are often received on a repeat basis so it is sometimes necessary to refer to correspondence with previous researchers in order to avoid duplication of work. Security of the collections is also a key consideration. In case of theft from collections, it is necessary to keep records of archives consulted on a permanent basis. This data may be shared with third parties in exceptional circumstances eg other institutions who have suffered or suspect thefts or damage to collections. Keeping a permanent audit trail of items consulted is also necessary when seeking to find misplace items in the collection, where it may prove necessary to recheck all items issued and returned over a certain period of time when an item was misplaced.	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. Retained in accordance with the College's current recordkeeping and archive policies.	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 archives which record the history of the institution, to ensure they are kept securely and are available as a resource for researchers and others with a legitimate interest in consulting the archives.	N/A	N/A	
2	Conservation information relating to items in the College archive, including the identity of who carried out the conservation work and of the item on which the conservation measures were performed.	We obtain this data from you We generate this data about you Third party	To maintain a record of conservation measures applied to items in our archive to help with future conservation.		for the purposes of our or someone else's legitimate interests, except where overridden by your	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		

3	Records of the acquisition of items in the archive	We generate this data about	To maintain a record of the content of our archive and			The College has a legitimate	N/A			
	(including loans to and from), purchase prices and	you	how it was acquired, as a record in its own right and in	with the College's	for the performance of					
	from whom received and the date of receipt.		case enquiries are subsequently made about the	current recordkeeping	a task carried out in the	indexing and cataloguing its				
	Catalogues, indexes and lists of items in the archive		archived item itself (for example, about ownership of	and archive policies	public interest	archive acquisitions which				
	may also include identical if less detailed information.		the item).			relate to the history of the				
			,		Processing is necessary					
					for the purposes of our					
					or someone else's					
					legitimate interests,					
					except where					
					overridden by your					
					data protection rights					
					and freedoms					
					and freedoms					
4	Records of College cultural life: photographs, pictures,	We obtain this data from you	As part of the College archive recording the institution's	Retained in accordance	Processing is necessary	The College has a legitimate	Processing is	There is a public interest in the College	The processing	Where it processes such
	written records, trophies, other memorabilia and	We generate this data about	lifespan, which may be relevant to you individually (for	with the College's	for the purposes of our	interest in maintaining a	necessary for	maintaining its archive of College life for future	meets a condition	data for archiving
	ephemera of college members, teams, choirs, clubs	you	example if you later request a reference from us), but	current recordkeeping	or someone else's	record of its cultural life.	archiving purposes	generations, and in the context of the College	in Part 1 of	purposes, the College is
	and societies, plays and performances, of participation	We obtain this data from other	which is also part of the College's own record of what	and archive policies	legitimate interests,		in the public	being a College of a long-established University	Schedule 1 to the	required to implement
	in events and sporting fixtures and of the outcomes.	third parties e.g. student	its members have achieved over time.		except where		interest as	with a strong identity and history.	Data Protection Act	appropriate safeguards for
	This may include written correspondence and minute	societies.			overridden by your		permitted under		2018	individuals' rights and
	books relating to these matters.				data protection rights		the UK Data	The College is required to implement		freedoms. The UK Data
	-				and freedoms		Protection Act	appropriate safeguards for individuals' rights		Protection Act provides
								and freedoms. The UK Data Protection Act		safeguards by making
								provides safeguards by making specific		specific provision
								provision preventing processing which is likely		preventing processing
								to cause substantial damage or substantial		which is likely to cause
								distress to a data subject; and/or which is		substantial damage or
								carried out for the purposes of measures or		substantial distress to a
								decisions with respect to a particular data		data subject; and/or
								subject, unless the purposes for which the		which is carried out for the
								processing is necessary include the purposes of		purposes of measures or
								approved medical research.		decisions with respect to a
										particular data subject,
										unless the purposes for
										which the processing is
										necessary include the
						1				purposes of approved
										medical research.

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5		We obtain this data from you	To maintain and promote papers and collections of	Retained in accordance		The College has a legitimate	-	There is a public interest in the College	The processing	Where it processes
	the College archive. These may consist of	We may receive this from third	significance to the College or which are otherwise of	with the College's	for the purposes of our	-	necessary for	maintaining its archive of College life for future		criminal convictions data
		parties (e.g. donors)	importance as an archive.	current recordkeeping	or someone else's	collections and papers for	archiving purposes	generations, and in the context of the College	in Part 1 of	for archiving purposes, the
	referring to the donor or third parties.			and archive policies	legitimate interests,	its archive, and donors have	in the public	being a College of a long-established University	Schedule 1 to the	College is required to
					except where	a legitimate interest in	interest and for	with a strong identity and history.	Data Protection Act	implement appropriate
					overridden by your	giving such collections and	research purposes		2018	safeguards for individuals'
					data protection rights	papers to the College.	as permitted	The College is required to implement		rights and freedoms. The
					and freedoms		under the UK Data	appropriate safeguards for individuals' rights		UK Data Protection Act
							Protection Act	and freedoms. The UK Data Protection Act		provides safeguards by
								provides safeguards by making specific		making specific provision
								provision preventing processing which is likely		preventing processing
								to cause substantial damage or substantial		which is likely to cause
								distress to a data subject; and/or which is		substantial damage or
								carried out for the purposes of measures or		substantial distress to a
								decisions with respect to a particular data		data subject; and/or
								subject, unless the purposes for which the		which is carried out for the
								processing is necessary include the purposes of		purposes of measures or
				1	1			approved medical research.		decisions with respect to a
				1	1					particular data subject,
										unless the purposes for
										which the processing is
										necessary include the
										purposes of approved
										medical research.
6	Archives of academic conferences, seminars and	We obtain this data from you	To maintain a historic record of conferences and	Retained in accordance	Processing is necessary	The College has a legitimate				
	lectures hosted and/or organised by the College,		seminars taking place within College life and to support	with the College's	for compliance with a	interest in archiving past				
	consisting of the names of attendees,		historical research.	current recordkeeping	legal obligation	conferences, seminars and				
	agenda/programmes, papers delivered.			and archive policies		lectures that it hosted				
					Processing is necessary	and/or organised.				
	These records may include the personal data of				for the purposes of our					
	attendees and organisers.				or someone else's					
					legitimate interests,					
					except where					
					overridden by your					
					data protection rights					
7	Student files including dates of attendance, course of	We generate this data about	To maintain a formal record of student results, as a	Retained in accordance	Processing is necessary	The College has a legitimate	Processing is	There is a public interest in the College	The processing	Where it processes such
	study and outcome of their studies, results of College	you;	record of your academic progression and if we are later	with the College's	for performance of our	interest in maintaining an	necessary for	maintaining its archive of College life for future	meets a condition	data, the College is
	examinations ("collections"), University examinations,		asked for a reference or verification of your	current recordkeeping	contract with you;	archive of its activities as	archiving in the	generations, and in the context of the College	in Part 1 of	required to implement
	College and University assessments, awards,	We obtain this data from the	attendance.	and archive policies		part of a long established	public interest,	being a College of a long-established University	Schedule 1 to the	appropriate safeguards for
	scholarships and prizes conferred, applications (e.g.	University of Oxford.				university with a strong	and/or for	0 0 0	Data Protection Act	individuals' rights and
	UCAS forms and references), academic and		To maintain the College archive documenting the	1		identity and history, and in	historical research	· · ·	2018	freedoms. The UK Data
	disciplinary records.		institution's former students and to historically	1		maintaining such records	purposes.	The College is required to implement		Protection Act provides
	asophia, records.		document the College's teaching function, and for the	1		for future research.	pa. poses.	appropriate safeguards for individuals' rights		safeguards by making
	These files may include information about a former		purposes of supporting future historical research.	1	public interest,	ion facule research.		and freedoms. The UK Data Protection Act		specific provision
	student's personal life including their health, family		purposes or supporting ruture historical research.	1	Brocossing is possess					
				1	Processing is necessary			provides safeguards by making specific		preventing processing
	circumstances, ethnicity, sexuality, political opinions,				for the purposes of our			provision preventing processing which is likely		which is likely to cause
	religious or philosophical beliefs, criminal convictions			1	or someone else's			to cause substantial damage or substantial		substantial damage or
	or allegations, gender, background, family			1	legitimate interests,			distress to a data subject; and/or which is		substantial distress to a
	circumstances and/or financial circumstances.			1	except where			carried out for the purposes of measures or		data subject; and/or
					overridden by your			decisions with respect to a particular data		which is carried out for the
					data protection rights			subject, unless the purposes for which the		purposes of measures or
					and freedoms.			processing is necessary include the purposes of		decisions with respect to a
1		1	1		1		1	approved medical research		narticular data subject

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8		We obtain this data from you	To maintain historic records of College employees for		• ,	The College has a legitimate	0	There is a public interest in the College	The processing	Where it processes such
		We generate this data about	the archive, in case of future dispute, and in case we are approached for references.	with the College's		interest in maintaining a	necessary for	maintaining its archive of College life for future		data, the College is
	reason(s) for departure (including for example	you	are approached for references.			record of its activities as	archiving in the	o	in Part 1 of	required to implement
	retirement, new employment or dismissal), staff			and archive policies		part of a long established	public interest,		Schedule 1 to the	appropriate safeguards for
	photograph, records of references given.					university with a strong	and/or for	with a strong identity and history.		individuals' rights and
						identity and history, and in	historical research		2018	freedoms. The UK Data
						maintaining such records	purposes.	The College is required to implement		Protection Act provides
					and freedoms	for future research.		appropriate safeguards for individuals' rights		safeguards by making
								and freedoms. The UK Data Protection Act		specific provision
						The College, its former		provides safeguards by making specific		preventing processing
						employees and other		provision preventing processing which is likely		which is likely to cause
						parties have a legitimate		to cause substantial damage or substantial		substantial damage or
						interest in the College being		distress to a data subject; and/or which is		substantial distress to a
						able to provide references		carried out for the purposes of measures or		data subject; and/or
						for former staff.		decisions with respect to a particular data		which is carried out for the
								subject, unless the purposes for which the		purposes of measures or
								processing is necessary include the purposes of		decisions with respect to a
								approved medical research.		particular data subject,
										unless the purposes for
										which the processing is
										necessary include the
										purposes of approved
										medical research.
9	Employee records for non-academic staff, consisting of		To maintain historic records of College employees for	Retained in accordance	Processing is necessary	The College has a legitimate	Processing is	There is a public interest in the College	The processing	Where it processes such
	the employee name, dates of employment, role(s) and	We generate this data about	the archive, in case of future dispute, and in case we	with the College's	for the purposes of our	interest in maintaining a	necessary for	maintaining its archive of College life for future	meets a condition	data, the College is
	reason(s) for departure (including for example	you	are approached for references.	current recordkeeping	or someone else's	record of its activities as	archiving in the	generations, and in the context of the College	in Part 1 of	required to implement
	retirement, new employment or dismissal), staff			and archive policies	legitimate interests,	part of a long established	public interest,	being a College of a long-established University	Schedule 1 to the	appropriate safeguards for
	photograph, records of references given.				except where	university with a strong	and/or for	with a strong identity and history.	Data Protection Act	individuals' rights and
					overridden by your	identity and history, and in	historical research		2018	freedoms. The UK Data
					data protection rights	maintaining such records	purposes.	The College is required to implement		Protection Act provides
					and freedoms	for future research.		appropriate safeguards for individuals' rights		safeguards by making
								and freedoms. The UK Data Protection Act		specific provision
						The College, its former		provides safeguards by making specific		preventing processing
						employees and other		provision preventing processing which is likely		which is likely to cause
						parties have a legitimate		to cause substantial damage or substantial		substantial damage or
						interest in the College being		distress to a data subject; and/or which is		substantial distress to a
						able to provide references		carried out for the purposes of measures or		data subject; and/or
						for former staff.		decisions with respect to a particular data		which is carried out for the
								subject, unless the purposes for which the		purposes of measures or
								processing is necessary include the purposes of		decisions with respect to a
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<b>o</b> ,	e obtain this data from you	To maintain a historic and formal record of College	Retained in accordance	Processing is necessary	The College has a legitimate	0	There is a public interest in the College	The processing	Where it processes such
	e generate this data about	administration.	with the College's	for the purposes of our	interest in maintaining a	necessary for	maintaining its archive of College life for future		data, the College is
data of the meeting attendees, as well as you	u		current recordkeeping	or someone else's	record of its activities as		generations, and in the context of the College	in Part 1 of	required to implement
correspondents and of individuals referred to meeting			and archive policies	•	part of a long established		being a College of a long-established University		appropriate safeguards for
papers.				except where	university with a strong	interest as	with a strong identity and history.	Data Protection Act	individuals' rights and
				overridden by your	identity and history, and in	permitted under		2018	freedoms. The UK Data
				data protection rights	maintaining such records	the UK Data	The College is required to implement		Protection Act provides
				and freedoms	for future research.	Protection Act	appropriate safeguards for individuals' rights		safeguards by making
							and freedoms. The UK Data Protection Act		specific provision
							provides safeguards by making specific		preventing processing
							provision preventing processing which is likely		which is likely to cause
							to cause substantial damage or substantial		substantial damage or
							distress to a data subject; and/or which is		substantial distress to a
							carried out for the purposes of measures or		data subject; and/or
							decisions with respect to a particular data		which is carried out for the
							subject, unless the purposes for which the		purposes of measures or
							processing is necessary include the purposes of		decisions with respect to a
							approved medical research.		particular data subject,
							approved medical research.		unless the purposes for
									which the processing is
									necessary include the
									purposes of approved
									medical research.
									medical research.
1 Financial records and legal records relating to College We	e obtain this data from you	To maintain a historic record of College finances and	Retained in accordance	Processing is necessary	The College has a legitimate	Processing is	There is a public interest in the College	The processing	Where it processes such
		assets.	with the College's		interest in maintaining a	-	maintaining its archive of College life for future		data, the College is
personal data of individuals involved in managing the you	u		current recordkeeping	or someone else's	record of its activities as	archiving purposes	generations, and in the context of the College	in Part 1 of	required to implement
College assets and estate, witnesses and parties to			and archive policies	legitimate interests,	part of a long established		being a College of a long-established University	Schedule 1 to the	appropriate safeguards for
legal documents.				except where	university with a strong	interest as	with a strong identity and history.		individuals' rights and
				overridden by your		permitted under		2018	freedoms. The UK Data
				data protection rights	maintaining such records	the UK Data	The College is required to implement		Protection Act provides
				and freedoms	for future research.		appropriate safeguards for individuals' rights		safeguards by making
							and freedoms. The UK Data Protection Act		specific provision
							provides safeguards by making specific		preventing processing
							provision preventing processing which is likely		which is likely to cause
							to cause substantial damage or substantial		substantial damage or
							distress to a data subject; and/or which is		substantial distress to a
							carried out for the purposes of measures or		data subject; and/or
							decisions with respect to a particular data		which is carried out for the
							subject, unless the purposes for which the		purposes of measures or
							processing is necessary include the purposes of		decisions with respect to a
							approved medical research.		particular data subject,
							app. 1 1 2 medical rescarcin		unless the purposes for
12 Records relating to College buildings, including We	e obtain this data from you	To maintain a historic record of College architecture,	Retained in accordance	Processing is percessory	The College has a legitimate				
5 5 5 S		and to assist future conservation of College buildings.	with the College's		interest in maintaining its				
may include the personal data of those involved in you		and to assist ruture conservation of college buildings.	current recordkeeping		historic buildings. It also				
construction and maintenance of College buildings.	u		and archive policies		has a legitimate interest in				
construction and maintenance of conege buildings.			and alcinive policies		0				
					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				
				overridden by your	such records for future research.				

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

This document will be reviewed on a periodic basis. Last Reviewed May 2018.