Magdalen College Record of Processing Activities

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	We generate this	So that we have a record of your results, as	Permanently.		The College has a legitimate	N/A		N/A	
		data about you;	a record of your academic progression and		necessary for	interest in processing this data				
	College examinations ("collections"),		if we are later asked for a reference or		performance of our	so that it can deliver your				
	University examinations, and College and	We obtain this data	verification of your attendance. So that we		contract with you;	course.				
	University assessments, awards, scholarships		can administer and provide your course.							
	and prizes conferred. Records of your	of Oxford.			· ·	Where we keep information				
	student status, including whether you are on				•	for the purposes of the College				
	the visiting student programme and whether				•	archive, the College has a				
	you are a full-time or part-time student.				task carried out in	legitimate interest in				
	Records of your name, gender/preferred					maintaining a record of who				
	title, official headshot/passport style					has attended, the results,				
	photograph.				Processing is	awards, prizes and				
					•	scholarships that were				
					purposes of our or someone else's	awarded, so that it may provide references and verify				
					legitimate interests,	attendance and as part of its				
					except where	historic archives.				
					overridden by your	ilistoric arcilives.				
2	Information about your health, dietary	We obtain this data	When we consider what reasonable	EITHER: For 6 years after the end of the		The College has a legitimate	Substantial public	Where the College processes	N/A	
	requirements and/or disabilities, and records		adjustments to make to our provision of	academic year you cease to be a	necessary for the	interest in taking such	interest under the UK	special category data for these	•	
	of decisions we make taking that information		1 -	registered student.	purposes of our or	information into account when	Data Protection Act	purposes, the processing is		
	into account.		need to take account of any dietary		someone else's	it makes decisions that may	2018	necessary for the prevention of		
		We obtain this data	requirements you have (whether for	OR IF RETAINED IN ARCHIVE:	legitimate interests,	affect your health, wellbeing or		a breach of its obligations under		
		from you;	medical or belief reasons), or where there is		except where	ability to participate.		the Equality Act 2010 and/or		
			a medical emergency, and any decisions	Permanently.	overridden by your			under health and safety		
		We obtain this data	that we take as a result.		data protection	Processing is also necessary for		legislation. The processing is		
		from third parties,			rights and freedoms;	compliance with equality law,		necessary for reasons		
		such as medical				and/or food safety law.		of substantial public interest,		
		professionals that			Processing is			namely that the College must		
		you ask to provide us			necessary for			comply with its statutory		
		with information.			compliance with a			obligations concerning equality		
					legal obligation			and to make reasonable		
								adjustments, and to comply		
								with its health and safety		
								obligations.		
								The agree of the least of the last of the		
								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		

3	Information about your ethnicity, health,	We obtain this data	For equality monitoring purposes	EITHER For 6 years after the end of the	Processing is	The College and its students	Substantial public	The processing is necessary for	N/A	
ľ	religion or philosophical beliefs and/or	from the University	The second secon	academic year you cease to be a	necessary for the	have a legitimate interest in	interest under the UK	equality of opportunity or	,	
	sexuality processed for the purposes of	of Oxford			purposes of our or	S .	Data Protection Act	treatment purposes in		
	identifying or keeping under review	We obtain this data		_		equality of opportunity.	2018	accordance with the conditions		
	the existence or absence of equality of	from you		OR IF RETAINED IN ARCHIVE:	legitimate interests,	equanty or opportunity.	2010	and safeguards specified in the		
	opportunity or treatment, with a view to				except where			Data Protection Act 2018, with a		
	enabling such equality to be promoted or				overridden by your			view to promoting or		
	maintained.				data protection			maintaining such equality.		
	mantanea.				rights and freedoms.			manitaning sacri equality.		
					ngnes and necasins.					
		1								
4	Records of student performance and	We obtain this data	To help develop and guide you during your	EITHER: For 6 years after the end of the	Processing is	The College has a legitimate	N/A		N/A	
4	Records of student performance and attendance, including records of student self			EITHER: For 6 years after the end of the academic year you cease to be a		The College has a legitimate interest in keeping such	N/A		N/A	
4	·		studies, our tutors monitor and assess your	academic year you cease to be a			N/A		N/A	
4	attendance, including records of student self	from you	studies, our tutors monitor and assess your	academic year you cease to be a registered student.	necessary for performance of our	interest in keeping such	N/A		N/A	
4	attendance, including records of student self	from you We generate this	studies, our tutors monitor and assess your contributions in tutorials, including your written work, provide feedback and may ask	academic year you cease to be a registered student.	necessary for performance of our contract with you;	interest in keeping such records to help develop and	N/A		N/A	
4	attendance, including records of student self	from you We generate this	studies, our tutors monitor and assess your contributions in tutorials, including your written work, provide feedback and may ask	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE:	necessary for performance of our contract with you;	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE:	necessary for performance of our contract with you;	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	necessary for performance of our contract with you; Processing is	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	necessary for performance of our contract with you; Processing is necessary for the	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	necessary for performance of our contract with you; Processing is necessary for the purposes of our or	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests,	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	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	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	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	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	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	interest in keeping such records to help develop and guide students during their	N/A		N/A	
4	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	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	interest in keeping such records to help develop and guide students during their	N/A		N/A	
14	attendance, including records of student self	from you We generate this	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.	academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	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	interest in keeping such records to help develop and guide students during their	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.	EITHER: For 6 years after the end of the academic year you cease to be a registered student. OR IF RETAINED IN ARCHIVE: Permanently.	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	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/hosts at open days, consisting of the name and contact details of the helper/host, records of the hours worked.	We obtain this data from you	So that we have records of which students act as hosts on open days and can administer our open days	For 6 months after the end of the academic year you cease to be a registered student.	Processing is necessary for compliance with a 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.			
7	1	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.			

0	Other records relating to your	We obtain this data	In order to provide you with	These records will be retained for six	Processing is	The College and its residents				
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	accommodation, for example your contact	from you	accommodation and related services and so	1	necessary for	have a legitimate interest in				
	information, accommodation requests and		that we have records for safety purposes of	ends.	performance of our	the College providing				
	preferences, booking forms for students and		who is in College premises.		contract with you;	accommodation and operating				
	guests, records of any family members or					it efficiently and safely.				
	dependants who occupy the				Processing is					
	accommodation, records of overnight guests,				necessary for the					
	lost property records, rental of fridges,				purposes of our or					
	records of your accommodation inventory				someone else's					
	and of the condition/cleanliness of your				legitimate interests,					
	accommodation throughout your occupancy.				except where					
	accommodation in oughout your occupancy.				overridden by your					
					data protection					
					rights and freedoms					
0	Records of requests and bookings for rooms	We obtain this data	As part of the system for providing College	Records will be retained for one year	Processing is	The College has a legitimate	Substantial public	Where the College processes	The processing	Where the College
9				l	_	-	· ·			-
	and facilities for events held by	from you	facilities to students and student societies.	from the date on which a decision is	necessary for the	interest in ensuring that such	interest under the UK	special category data for these		processes special category
	students/student societies, including records	_		made.	purposes of our or	requests and bookings are	Data Protection Act			data for these purposes,
	of any decisions the College makes pursuant	data about you			someone else's	considered pursuant to its	2018	' '	Schedule 1 to the	the processing is necessary
	to its obligation to take such steps as are				legitimate interests,	procedures and in accordance		_		for the prevention of a
	reasonably practicable to ensure that				except where	with relevant legislation.				breach of its obligations
	freedom of speech within the law is secured				overridden by your			The processing is necessary for		under the Education (No 2)
	for members, students and employees of the				data protection	The College has a legal		reasons of substantial public		Act 1986. The processing is
	College and for visiting speakers.				rights and freedoms;	obligation under the Education		interest, namely that the		necessary for reasons
						(No 2) Act 1986 to take such		College must comply with its		of substantial public
					Processing is	steps as are reasonably		statutory obligations concerning		interest, namely that the
					necessary for the	practicable to ensure that		freedom of speech within the		College must comply with
					performance of a	freedom of speech within the		law.		its statutory obligations
					task carried out in	law is secured for members,				concerning freedom of
					the public interest;	students and employees of the		The processing is also necessary		speech within the law.
					the public interest,	College and for visiting		for the exercise of a protective		speech within the law.
					Di i-			· ·		The
					Processing is	speakers.		function.		The processing is also
					necessary for					necessary for the exercise
					compliance with a			In both cases, the processing		of a protective function.
10	Financial information including your contact	We obtain this data	In order to provide your course,	EITHER: Records of outstanding	legal obligation.			must be carried out without		
10			accommodation and associated services.		Processing is					
	information and details of invoicing and	from you	accommodation and associated services.	payments will be retained until they	necessary for					
	payment (including payment information	l		are paid in full.	performance of our					
	such as credit card or banking payment	We generate this			contract with you;					
	information) of "battels", namely: College	data about you		Records relating to invoicing and						
	fees, accommodation, deposits, food and			payment details will be retained for six						
	drink, laundry, use of sporting and other			months after the date on which you						
	facilities as we have arranged with you.			cease to be a registered student at the						
				College.						
				OR IF RETAINED IN ARCHIVE:						
- 1	1	1	1	D	1	1				I I

11	We also collect University Fees on behalf of	We generate this	We collect fees due to the University on its	EITHER: For 6 years after the end of the	Processing is	The University has a legitimate				
	the University; the University informs us	data about you	behalf and account to it for such fees.	academic year you cease to be a	necessary for the	interest in collecting fees due				
	what you owe so that we may do this. We	data about you	Schair and decount to it for such rees.	registered student.	performance of your					
	transfer the fees to the University, which	We obtain this data		registered stadent.	contract with the	10.10.				
	then updates the record of what you owe.	from the University		OR IF RETAINED IN ARCHIVE:	University.					
	then apaates the record of what you owe.	of Oxford		OK II KETAINED IN AKCIIVE.	Offiversity.					
		oi Oxioid		Dormananthy	Drocossing is					
				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					
12	Information that you submitted to UCAS	We obtain this data	So that we have a record of our admissions	EITHER: For 6 years after the end of the	Processing is	The College has a legitimate				
12	and/or the University, College or any third	from the University	decisions and can administer your	academic year you cease to be a	necessary for	interest in being able to				
		of Oxford	•			provide references to its				
	party when you applied to study at Oxford,	oi Oxioiu	application and your course. Also so that	registered student.	performance of our	students and former students.				
	including your academic, employment history, predicted grades, language	We obtain this data	we have information and about your background and history if we are asked to	OR IF RETAINED IN ARCHIVE:	contract with you;	students and former students.				
			provide a reference at a later date.	OR IF RETAINED IN ARCHIVE:	Drocossing is					
	proficiency and personal statement; details	from you	provide a reference at a later date.	Dormananthy	Processing is					
	of our admissions decision about you.	We generate this		Permanently.	necessary for the					
	Details of any references, written work or	data about you			purposes of our or					
	research proposals you submit as part of	\\/			someone else's					
	your application, and any records we make	We may also obtain this data from			legitimate interests,					
	of your application or interview.				except where					
	Communications between us about your	schools or referees			overridden by your data protection					
	admission, including feedback we provide.				rights and freedoms.					
12	Details of any criminal records that you	We obtain this data	So that the College is a safe and secure	EITHER: Where criminal convictions,	Processing is	The College has a legitimate	Substantial public	Where the College processes	The processing	Where the College
13	declare to us on your application, or during	from you;	environment.	incidents or allegations are declared or	necessary for	interest in requiring DBS checks	interest under the UK	special category data for these	meets a condition	processes special category
	your studies, or of any criminal incidents or	nom you,	environment.	reported to us, we will retain this data	performance of our	to be carried out where its	Data Protection Act	purposes, the processing is	in Part 2 of	data for these purposes,
		We generate this		for 6 years after the end of the	contract with you;	students are or may be	2018		Schedule 1 to the	the processing is necessary
	anyone else. [WHERE APPLICABLE: Details	data about you;		academic year when you cease to be a	contract with you,	engaged in regulated activity	2010		Data Protection Act	for the prevention of a
	of any Disclosure and Barring Service	data about you,		registered student.	Processing is	with children or vulnerable		health and safety legislation.	2018	breach of its obligations
	Checks about you obtained prior to or	We may obtain this		registered student.	necessary for the	adults.		The processing is necessary for	2018	under health and safety
	during your studies].	data from third		OR IF RETAINED IN ARCHIVE:	purposes of our or	dudits.		reasons of substantial public		legislation. The processing
	during your studies].	parties.		OK II KETAINED IN ARCHIVE.	someone else's			interest, namely that the		is necessary for reasons
		pa. 6.05.		Where criminal convictions, incidents	legitimate interests,			College must comply with its		of substantial public
				or allegations are declared or reported	except where			statutory obligations concerning		interest, namely that the
					overridden by your			equality and to make		College must comply with
				permanently.	data protection			reasonable adjustments, and to		its statutory obligations
					rights and freedoms.			comply with its health and		concerning equality and to
				AND IN BOTH CASES:				safety obligations.		make reasonable
								sarce, obligations.		adjustments, and to
				Where we require a Disclosure and				The processing is also necessary		comply with its health and
				Barring Service check to be carried out,				for the exercise of a protective		safety obligations.
				we will retain the DBS certificate				function.		salety obligations.
				information for 6 months from the date						The processing is also
				the certificate is received and a				In both cases, the processing		necessary for the exercise
				skeleton record that the check was				must be carried out without		of a protective function.
				satisfactory or unsatisfactory passed				consent so as not to prejudice		or a protective function.
				will be kept on your College file				those purposes.		In both cases, the
				[EITHER:] for 6 years from the end of				those purposes.		processing must be carried
- 1	1			[EITHER.] for 0 years from the elid of						processing must be carried

1.4	V	M/	In and the determine the formation	EITHER, For Course of the the and of the	Dii-	Translation determines to an	Т	1		
14	1	We obtain this data	•	EITHER: For 6 years after the end of the	_	Legislation determines to an				
	international) and associated information	from the University		academic year when you cease to be a	necessary for	extent the level of fees you are				
	about your country of residence, the amount	of Oxford	be able to meet the requirement to pay	registered student.	performance of our	required to pay, based on your				
		We obtain this data	fees.	<u>'</u>	contract with you;	country of residence.				
	including your financial declaration, details	from you		OR IF RETAINED IN ARCHIVE:		'				
	of any guarantee from parents or others, any	We generate this		<u>'</u>	Processing is	The College has a legitimate				
	supporting information you provide about	data about you	1	Permanently.	necessary for the	interest in being able to satisfy				
	funding (e.g. loans, grants, sponsorship	We obtain this data		!	purposes of our or	itself that students have				
	and/or self-funding resources, including	from third parties		<u>'</u>	someone else's	appropriate arrangements are				
	copies of evidence you submit) and decisions	(e.g. parents,		<u>'</u>	legitimate interests,	in place to meet the costs of				
	that we make in light of that information.	sponsors,		<u>'</u>	except where	their course and living				
	that we make in light of that information	guarantors).		<u>'</u>	overridden by your	expenses.				
		guarantors).		<u>'</u>		expenses.				
				<u>'</u>	data protection	'				
				<u>'</u>	rights and freedoms;	'				
				<u>'</u>		'				
				<u>'</u>	Processing is	'				
			1	1	necessary for	'				
			1	1	compliance with a	'				
					legal obligation					
15	Disciplinary, harassment or grievance	We obtain this data	So that the College can	EITHER: Disciplinary, harassment or	Processing is	The College, its staff and	Substantial public	Where the College processes	The processing	Where the College
	records if a disciplinary, harassment,	from the University	maintain appropriate standards of conduct	grievance records about you will be	necessary for	students have a legitimate	interest under the UK	special category data for these	meets a condition	processes special category
	grievance or other complaint is made by you	of Oxford	and behaviour for the benefit of all its	retained for 6 years after the end of the	performance of our	interest in the College being	Data Protection Act	purposes, the processing is	in Part 2 of	data for these purposes,
		We obtain this data	members and visitors.	academic year when you cease to be a	contract with you;		2018		Schedule 1 to the	the processing is necessary
	records of any investigation and / or decision	from you		registered student.	, , , , , , , , , , , , , , , , , , , ,	harassment and grievance		a breach of its obligations under		for the prevention of a
	that we take, and of any appeals process.	We generate this		1 - 2	Processing is	procedures in accordance with			2018	breach of its obligations
	1 1 1 1	data about you		OR IF RETAINED IN ARCHIVE:	necessary for the	its procedures.		processing is necessary for	2010	under the Equality Act
		We obtain this data			purposes of our or	its procedures.		reasons of substantial public		2010. The processing is
		from third parties			someone else's	'				
		iroin tilira parties		Permanently.		'		interest, namely that the		necessary for reasons
				<u>'</u>	legitimate interests,	'		College must comply with its		of substantial public
				<u>'</u>	except where	'		statutory obligations concerning		interest, namely that the
			1		overridden by your			equality and to make		College must comply with
				<u>'</u>	data protection	'		reasonable adjustments.		its statutory obligations
				<u>'</u>	rights and freedoms.	'				concerning equality and to
			1					The processing is also necessary		make reasonable
				<u>'</u>		'		for the exercise of a protective		adjustments.
				<u>'</u>		'		function.		
			1							The processing is also
			1					In both cases, the processing		necessary for the exercise
				<u>'</u>		'		must be carried out without		of a protective function.
				<u>'</u>		'		consent so as not to prejudice		or a protective function.
				<u>'</u>		'				In both cases, the
			1					those purposes.		
_			<u> </u>	<u> </u>		<u> </u>	<u> </u>			processing must be carried
16	Records of College cultural life: photographs	We obtain this data	To allow the College's cultural life to		Processing is	The College has a legitimate				
	and written records of teams, choirs, clubs	from you	function and flourish, and in order to	archives permanently.	necessary for the	interest in maintaining a record				
	and societies, plays and performances, of		maintain a record of College life, which may	1	purposes of our or	of its cultural life, including for				
	participation in events and sporting fixtures	We generate this	be relevant to you individually (for example	1	someone else's	researchers and future				
	and of the outcomes.	data about you	if you later request a reference from us),	1	legitimate interests,	students.				
			and which is also part of the College's own	1	except where	'				
		We obtain this data	archive record of what its members have	1	overridden by your					
		from third parties	achieved over time.		data protection					
				1	rights and freedoms	1				
17	Meal bookings and attendance.	We obtain this data	So that we may provide catering services to	For 3 months after the end of the	Processing is	†	 			
1,	ivical bookings and attenuance.				_					
		from you	students and invoice them correctly for the		necessary for					
			services provided.	registered student.	performance of our contract with you.					

10	Records generated for legal or statutory	We generate this	So that we have a record of information	These records will be retained for a	Processing is	I	Substantial public	Where it processes special	The processing	Where it processes special
10		data about you	supplied, both in the interests of good	period of 6 years from the date	necessary for		interest under the UK	category data for these	meets a condition	category data for these
	and/or associated personal data. For	uata about you	administration and also to meet legal and	generated for compliance purposes	compliance with a		Data Protection Act	purposes, the College is	in Part 2 of	purposes, the College is
	1		regulatory requirements.	unless there is compelling justification	legal obligation		2018	exercising functions conferred	Schedule 1 to the	exercising functions
	example, copies of data supplied pursuant to requests made under data protection and/or		regulatory requirements.	for the data to be retained for a longer	iegai obligation		2018	under legislation and/or	Data Protection Act	conferred under legislation
	1			_						-
	freedom of information legislation, records			period (for example in connection with				complying with regulatory	2018	and/or complying with
	made to comply with safeguarding, health			legal advice, or in relation to auditing				requirements. The processing is		regulatory requirements.
	and safety or counter-terrorism legislation,			obligations).				necessary for reasons of		The processing is necessary
	in connection with legal advice or claims, or							substantial public interest,		for reasons of substantial
	to comply with auditors' requirements.							namely the requirement for the		public interest, namely the
								College to comply with its		requirement for the
								statutory and legal obligations.		College to comply with its
										statutory and legal
19	Passport records for overseas trips and	We obtain this data	Where the College organises an event	For 3 months after the date on which	Processing is	The College has a legitimate	Explicit consent			
	events.	from you	abroad (for example a College Choir event).	you return from the overseas	necessary for the	interest in arranging cultural				
				event/trip.	purposes of our or	events abroad.				
					someone else's					
					legitimate interests,					
					except where					
					overridden by your					
					data protection					
					rights and freedoms					
20	Information and copies of records confirming	We obtain this data		EITHER: For 6 years after the end of the		The College, its students and				
20	your entitlement to study in the UK,	from the University		academic year you cease to be a	necessary for	the University have a				
	including records of your confirmation of	of Oxford		registered student.	performance of our	legitimate interest in the				
	acceptance for studies, passport, student	We obtain this data		registered student.	contract with you;	Colleges being able to provide				
				OR IF RETAINED IN ARCHIVE:	contract with you,	information to the University in				
	visa and/or biometric residence permit,	from you		OR IF RETAINED IN ARCHIVE.	D	•				
	attendance records. We also have access to				Processing is	order to enable it to comply				
	the University's system that shows whether			Permanently.	necessary for	with immigration law				
	you have the right to work in the UK.				compliance with a	obligations.				
					legal obligation					
						In the case of right to work				
					Processing is	information, the processing is				
					necessary for the	necessary for the College to				
					purposes of our or	comply with the requirements				
					someone else's	of UK Visas and Immigration				
					legitimate interests,	under immigration law.				
					except where					
					overridden by your					
					data protection					
					rights and freedoms					
21	We may assist students making visa	We obtain this data	Overseas students need visas in order to	EITHER: For 6 years after the end of the	Processing is		Explicit consent			
	applications before they arrive, and making	from you	attend university.	academic year you cease to be a	necessary for					
	visa extensions when they are on the course.	We generate this	·	registered student.	performance of our					
	This involves us taking copies of passports	data about you		<u> </u>	contract with you;					
	and visas, which we store electronically and	00000 700		OR IF RETAINED IN ARCHIVE:	,,					
	share with the University so that it has			O METAINED IN ANCHIVE.	Processing is					
	records of students' entitlement to study.			Permanently.	necessary for					
	•			r ermanentry.	compliance with a					
	We also provide the University with				•					
	students' name, date of birth, passport				legal obligation					
	number, course, fees paid & due for it to									
	share this information with the Home									
	Office/UK Visas and Immigration as part of									
	Lite reporting obligations under immigration		I		1	1		l .	1	1

22	Emergency contact details	Maria della della	C- +h-+hl- ++ll	F C	Dii-	The College and the shirt and		1	
22	Emergency contact details	We obtain this data	So that we are able to contact people close	For 6 years after the end of the	Processing is	The College and its students			
		from you	to you in the event of an emergency.	academic year when you cease to be a	,	have a legitimate interest in			
				registered student.	purposes of our or	the College being able to			
					someone else's	contact someone you			
					legitimate interests,	nominate for emergency			
					except where	situations.			
					overridden by your				
					data protection				
					rights and freedoms				
23	Contextual admissions information for	We obtain this data	The role of contextual admissions data is	EITHER: For 6 years after the end of the	Processing is	The College has a legitimate			
1_0	undergraduate admissions (relating to	from the University	explained more fully on the University's	•	necessary for the	interest in ensuring that people			
	information about your school performance,	,	website, but is taken into account when	registered student.	purposes of our or	from a range of backgrounds			
	1	oi Oxioiu		registered student.	someone else's				
	postcode and care background).		deciding whether to invite applicants for	00.0		have the opportunity to attend			
			interview (in addition to candidates who	OR: Permanently.		the College.			
			have met the usual departmental		except where				
			admissions	[AND IN BOTH CASES:] Please note that		Under relevant legislation the			
			criteria): https://www.ox.ac.uk/admissions/	1		University is required to adhere			
			undergraduate/applying-to-	programme, such data may also be	rights and freedoms;	to the agreement it has with			
			oxford/decisions/contextual-data?wssl=1	held on the Higher Education		the Office for Fair Access /			
				Achievement Tracker, operated by the	Processing is	Office for Students, which			
				University. An explanation of what is	necessary for	includes the use of contextual			
				held on HEAT and for how long it is	compliance with a	data in the undergraduate			
				retained on that system is available	legal obligation.	admissions process.			
				here: http://heat.ac.uk/	.0 0				
24	Information about your contractual terms	We obtain this data	So that we are able to deliver your course	EITHER: For 6 years after the end of the	Processing is	The College has a legitimate			
	and conditions, personal tutor, university	from you	and can take account of your circumstances	academic year you cease to be a	necessary for	interest in being able to take			
	card number, contact details and any carer	We generate this	when we deliver it.	registered student.	performance of our	account of relevant			
	responsibilities that you tell us about.	data about you			contract with you;	circumstances when providing			
	responsibilities that you ten as about	data about you		OR IF RETAINED IN ARCHIVE:	contract man you,	your course.			
				OK II KETAINED IN AKCIIIVE.	Processing is	your course.			
				Permanently.	necessary for the				
				Fermanently.	,				
					purposes of our or				
					someone else's				
1					legitimate interests,				
					except where				
1					overridden by your				
					data protection				
					rights and freedoms.				
25	Records of attendance at and participation in	We generate this	Where you are a student member of a	A permanent record will be retained in	Processing is	The College has a legitimate	 		
1	College committee meetings	data about you	College committee, we may record your	the College archive where your	necessary for the	interest in having student			
			attendance and details of your involvement	attendance and comments are	purposes of our or	representatives on certain			
			in the meeting minutes and in internal	recorded in committee minutes.	someone else's	committees, and it is necessary			
			communications.		legitimate interests,	to process your data for those			
1				Other records will be held for 6 years	except where	committees to function			
1				after the end of the academic year	overridden by your	properly.			
				when you cease to be a registered	data protection	p. opcy.			
				student.					
				student.	rights and freedoms.				

26	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.	from you We generate this	support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.	OR IF RETAINED IN ARCHIVE: Permanently.	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	The College has a legitimate interest in receiving, considering and making decisions about financial support in the interests of its students.		
27	Records relating to degree ceremonies; attendees, catering requirements, names of your guests.	We obtain this data from you We generate this data about you	ceremonies.	for one year from the date on which	interest. Processing is necessary for performance of our contract with you.			
28	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.	EITHER: 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. OR IF RETAINED IN 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 making awards and awarding scholarships and prizes to students, and in fulfilling the wishes of its benefactors.		
29	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.		EITHER: 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. OR IF RETAINED IN ARCHIVE: Permanently.	We will only share your information with such a donor with your consent.			

20	[cad==== d=============================	\\/	Ita	EITHER: Records of outstanding	Di i-	The Cellere has a legitiment		1	1
30	Student debtor records and records of debts	_	In order to consider and take appropriate	5	Processing is	The College has a legitimate			
	recovered, records of decisions we take	data about you	action. Depending on the circumstances	payments will be retained until they	necessary for	interest in being able to collect			
	about debts.		this may include exploring alternative	are paid in full (or a final decision is	performance of our	debts owed by students and			
			funding options and support that the	made in relation to recovery of the	contract with you;	former students.			
			College may offer, instalment payments,	debt). Information will otherwise be					
			considering and implementing other	retained for 6 years from the date on	Processing is				
			measures to recover debts, such as late	which you cease to be a registered	necessary for the				
			payment charges, disciplinary options	student of the College.	purposes of our or				
			and/or debt recovery action.		someone else's				
				OR IF RETAINED IN ARCHIVE:	legitimate interests,				
					except where				
				Permanently.	overridden by your				
				l cimanent,	data protection				
					rights and freedoms				
31	Library access and book records, overdue	We generate this	To operate College library facilities.	These records will be retained for a	Processing is	The College has a legitimate			
31	book records, records of library cards and	data about you	To operate conege instary racinties.	period of one year from the date of	necessary for	interest in being able to			
	library fines.	data about you		closure of your library account.	performance of our	operate its library and collect			
	indiary filles.			closure of your library account.	·				
					contract with you;	fines in accordance with its			
						regulations and procedures.			
					Processing is				
					necessary for the				
					purposes of our or				
					someone else's				
					legitimate interests,				
					except where				
					overridden by your				
					data protection				
					rights and freedoms				
32	Records of any decisions that you tell us	We obtain this data	In order to consider and make decisions	EITHER: For 6 years after the end of the	Processing is	The College has a legitimate			
	about regarding your course, such as options	from you	about your requests.	academic year you cease to be a	necessary for	interest in being able to make			
	you wish to take, or if you decide to change	We generate this		registered student.	performance of our	decisions about your requests			
	or withdraw from your course, intermit or	data about you			contract with you;	in accordance with its			
	suspend your studies. Records of any	, , ,		OR IF RETAINED IN ARCHIVE:	, , , ,	regulations and procedures.			
	decisions we make about your wishes, such			on a nervance arrangement.	Processing is	regulations and procedures.			
	as whether to allow you to take options,			Permanently.	necessary for the				
	change your course or suspend your studies.			remanently.	purposes of our or				
	change your course or suspend your studies.								
					someone else's				
					legitimate interests,				
					except where				
					overridden by your				
					data protection				
33	Welfare records, including confidential	We obtain this data	In order to provide support and counselling	For 6 years after the end of the	Processing is	The College and its students	Explicit consent		
	records about requests for support and	from you	services to our students.	academic year when you cease to be a	necessary for the	have a legitimate interest in	,		
	counselling, and of support and counselling	We generate this	Services to our students.	registered student.	purposes of our or	providing and having access to			
	provided.	data about you		registered student.	someone else's	support and counselling			
	provided.	data about you							
					legitimate interests,	services.			
					except where				
					overridden by your				
					data protection				
34	Records of students who have opted out of	We obtain this data	In order to comply with student requests	For 3 months after the end of the	rights and freedoms Processing is				
54	public display of [their	from you	moraci to compry with student requests	academic year when you cease to be a	necessary for				
		non you			•				
	results/scholarships/awards/prizes]			registered student.	performance of our				
					contract with you;				
					Processing is				
					necessary for				
					compliance with a				
					legal obligation.				

35	Mailing lists informing you about events and	We generate this	To enable students to participate in College	Your email contact data will be	Processing is	The College and its students				
33	other information about the College and	data about you	events	removed from mailing lists within three	-	have a legitimate interest that				
	University.	data about you	events	_	purposes of our or	students are notified of				
	Offiversity.			I *	someone else's	information about the College				
				to be a registered student at the College.	legitimate interests,	and University (for example,				
				College.						
					except where	events).				
					overridden by your					
					data protection					
					rights and freedoms					
36	Student information that appears in	We obtain this data	To promote the College to potential	Permanently.	You have given your					
	marketing and outreach materials, such as	from you	applicants.		consent to the					
	photographs of students and quotations			Student information may be	processing for one or					
	about their experience, records of any			transferred to College archives for	more specific					
	students that participate in outreach activity.			purposes in the public interest, or for	purposes					
-				historical research purposes as a record						
37	Research student records, including details	We obtain this data		EITHER: For 6 years after the end of the						
	of your supervisor, the supervision process,	from the University	decisions about it.	academic year you cease to be a	necessary for					
	examiner, College advisor, thesis title,	of Oxford		registered student.	performance of our					
	submission and viva details and outcomes,	We generate this			contract with you.					
	progress reports, records of meetings about	data about you		OR IF RETAINED IN ARCHIVE:						
	your progress.									
_				Permanently.						
38	Records of consultations and any medical	We obtain this data		For 3 years after the end of the	Processing is	The College has a legitimate	Processing is necessary			
	treatment or advice given by the College	from you		academic year when you cease to be a	necessary for the	interest in making a College	for health purposes			
	nurse.	We generate this		registered student, or when you reach	purposes of our or		under the Data			
		data about you		age 21, whichever is later.	someone else's	medical advice and treatment	Protection Act 1988.			
					legitimate interests,	to its students.				
					except where					
					overridden by your					
					data protection					
					rights and freedoms					
39	Data listed in this table that we hold after		In order to provide references, and so that	See periods listed elsewhere in this	Processing is	The College has a legitimate	Processing is necessary	There is a public interest in the	Processing is	There is a public interest in
	the end of your contract with us, including		we have a record if required by a regulator,	table.	necessary for the	interest in being able to	for the establishment,	College maintaining its archive	necessary for the	the College maintaining its
	data that we hold permanently for archiving		for archiving and research purposes and/or		purposes of our or	provide references to its	exercise or defence of	of College life for future	establishment,	archive of College life for
	and research purposes.		for the purposes of legal claims.		someone else's	students and former students,	legal claims.	generations, and in the context	exercise or defence	future generations, and in
					legitimate interests,	and in being able to provide		of the College being a College of	of legal claims.	the context of the College
					except where	information to regulators,	Processing is necessary	a long-established University	_	being a College of a long-
					overridden by your	and/or defend or make legal	for archiving in the	with a strong identity and	Processing is	established University with
					data protection	claims.	public interest, and/or	history.	necessary for	a strong identity and
					rights and freedoms		for historical research	,	archiving in the	history.
					_	The College also has a	purposes.	The College is required to	public interest,	'
						legitimate interest in		implement appropriate	and/or for historical	The College is required to
						maintaining an archive of its		safeguards for individuals' rights	research purposes.	implement appropriate
						activities as part of a long		and freedoms. The UK Data		safeguards for individuals'
						established university with a		Protection Act provides		rights and freedoms. The
						strong identity, history and		safeguards by making specific		UK Data Protection Act
						research tradition, and in		provision preventing processing		provides safeguards by
						maintaining such records for		which is likely to cause		making specific provision
						future research.		substantial damage or		preventing processing
						intuie ieseaitii.		substantial distress to a data		
								substantial distress to a data subject; and/or which is carried		which is likely to cause
										substantial damage or
								out for the purposes of		substantial distress to a
								measures or decisions with		data subject; and/or
								respect to a particular data		which is carried out for the
								subject, unless the purposes for		purposes of measures or
								which the processing is		decisions with respect to a

40	References we provide.	We generate this	Where we are asked to provide a reference	Copies of references will be kept for six	Processing is	The College, its students and		
		data about you	for you.	years from the date of provision of the	necessary for the	the recipients of references		
				reference. An entry noting that a	purposes of our or	have a legitimate interest in		
				reference was provided will be retained	someone else's	providing and receiving		
				on your permanent record.	legitimate interests,	references.		
					except where			
				OR IF RETAINED IN ARCHIVE:	overridden by your			
					data protection			
				Permanently.	rights and freedoms			

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