## St John's College, GDPR, Record of Processing Activity - Student Data

St John's Colle	ge, GDPR, Record of Processing Activity - Studer		Controller			1						
	Name and contact details	Data	Protection Officer (if applicable)	Representative (if a	pplicable)							
me	St John's College	Name	Principal Bursar	Name		]						
ess	St Giles, Oxford, OX1 3JP	Address	St John's College, St Giles, Oxford, OX1 3JP	Address								
ail	data.protection@sjc.ox.ac.uk	Email	data.protection@sjc.ox.ac.uk	Email		1						
hone		Telephone	01865 277321	Telephone		]						
						_						
										Criminal	Order to all	
	Category of personal data	Source of the data	Why we process it	How long we keep it	Our lawful basis for processing	Details relating to lawful basis (where	Special category			ry- details of public interest etc	ry- details of public interest etc conviction (criminal Criminal Conviction/criminal allegation	ry- details of public interest etc conviction/criminal allegation Criminal conviction/criminal allegation
		Source of the data	why we process it	now long we keep it	our lawful basis for processing	applicable)	grounds	(where approp	oriate)	allegation grounds		
	Your dates of attendance, course of study and	We generate this data	So that we have a record of your results, as a	Permanently.	Processing is necessary for	The College has a legitimate interest in	N/A			N/A	N/A	N/A
		about you;	record of your academic progression and if we		performance of our contract with	processing this data so that it can deliver your						
	examinations ("collections"), University		are later asked for a reference or verification of		you;	course.						
	examinations, and College and University	We obtain this data	your attendance. So that we can administer									
	assessments, awards, scholarships and prizes conferred. Records of your student status,	Oxford.	and provide your course.		Processing is necessary for the performance of a task carried out in	Where we keep information for the purposes of the College archive, the College has a						
	including whether you are on the visiting				the public interest;	legitimate interest in maintaining a record of						
	student programme and whether you are a full	We obtain this data				who has attended, the results, awards, prizes						
	time or part-time student. Records of your	from you.			Processing is necessary for the	and scholarships that were awarded, so that it						
	name, gender/preferred title, official				purposes of our or someone else's	may provide references and verify attendance						
	headshot/passport style photograph.				legitimate interests, except where							
					overridden by your data protection							
					rights and freedoms.							
	Information and a second second						Colored and the state	Millione de la College				N/A
	Information about your health, dietary	We obtain this data from the University of	When we consider what reasonable	For 6 years after the end of the academic year	Processing is necessary for the		Substantial public	Where the College processes special cate				
	requirements and/or disabilities, and records of decisions we make taking that information		adjustments to make to our provision of accommodation, catering or teaching or we	you cease to be a registered student.			interest under the UK Data Protection Act	data for these purposes, the processing is necessary for the prevention of a breach of a br				
	into account.		need to take account of any dietary		overridden by your data protection		2018	obligations under the Equality Act 2010 an				
		We obtain this data		Anonymised Study Support Plans will be kept	rights and freedoms;			under health and safety legislation. The	<i></i>			
		from you;	or belief reasons), or where there is a medical			Processing is also necessary for compliance		processing is necessary for reasons				
			emergency, and any decisions that we take as		Processing is necessary for	with equality law, and/or food safety law.		of substantial public interest, namely that th	e	e	e	e
		We obtain this data	a result.		compliance with a legal obligation			College must comply with its statutory				
		from third parties,						obligations concerning equality and to make				
		such as medical						reasonable adjustments, and to comply with	it:	n its	n its	n its
		professionals that you						health and safety obligations.				
		ask to provide us with										
		information.						The processing is also necessary for the exercise of a protective function.				
								In both cases, the processing must be carri	ed	ed	ed	ed
								out without consent so as not to prejudice				
								those purposes.				
												N/A
	Information about your ethnicity, health,	We obtain this data	For equality monitoring purposes	For 6 years after the end of the academic year	Processing is necessary for the	The College and its students have a legitimate	Substantial public	The processing is necessary for equality of	of	of N/A	of N/A	
	religion or philosophical beliefs and/or	from the University of		you cease to be a registered student.		interest in monitoring and promoting equality			01			
	sexuality processed for the purposes of	Oxford			legitimate interests, except where		Data Protection Act	accordance with the conditions and safe	mards	wards	uards	uards l
	identifying or keeping under review	We obtain this data			overridden by your data protection		2018	specified in the Data Protection Act 2018,				
	the existence or absence of equality of	from you			rights and freedoms.			a view to promoting or maintaining such				
	opportunity or treatment, with a view to							equality.				
	enabling such equality to be promoted or											
	maintained.											
												N/A
	Records of student performance and	We obtain this data	To help develop and guide you during your	Permanently.	Processing is necessary for	The College has a legitimate interest in keeping	g N/A			N/A	Ν/Α	N/A
		from you	studies, our tutors monitor and assess your		performance of our contract with	such records to help develop and guide						
	assessment.	,	contributions in tutorials, including your		you;	students during their studies.						
			written work, provide feedback and may ask		1							
			you to self-assess your progress.		Processing is necessary for the							
		the University of			purposes of our or someone else's							
		Oxford.			legitimate interests, except where							
					overridden by your data protection							
					rights and freedoms.							
					1							
									1			
												IN/A

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Name	St John's College	Name	Principal Bursar	Name		4						
Address	St Giles, Oxford, OX1 3JP	Address	St John's College, St Giles, Oxford, OX1 3JP	Address								
Email	data.protection@sjc.ox.ac.uk	Email	data.protection@sjc.ox.ac.uk	Email		-						
Telephone	01865 277321	Telephone	01865 277321	Telephone		1						
ID.	Category of personal data	Source of the data	Why we process it	How long we keep it	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 (further information)	Category of recipients	Name of third countries or international organisations that personal data are transferred to
1	outcome of your studies, results of College examinations ("collections"), University examinations, and College and University assessments, awards, scholarships and prizes	about you; We obtain this data from the University o Oxford.	<ul> <li>So that we have a record of your results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance. So that we can administer and provide your course.</li> </ul>		the public interest; Processing is necessary for the	The College has a legitimate interest in processing this data so that it can deliver your course. Where we keep information for the purposes of the College archive, the College has a legitimate interest in maintaining a record of who has attended, the results, awards, prizes and scholarships that were awarded, so that it may provide references and verify attendance and as part of its historic archives.	N/A		N/A			
2			f adjustments to make to our provision of accommodation, catering or teaching or we need to take account of any dietary requirements you have (whether for medical or belief reasons), or where there is a medical emergency, and any decisions that we take as a result.	For 6 years after the end of the academic year you cease to be a registered student. Anonymised Study Support Plans will be kept permanently.		such information into account when it makes decisions that may affect your health,	interest under the UK Data Protection Act 2018	<ul> <li>Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 and/or under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.</li> <li>The processing is also necessary for the exercise of a protective function.</li> <li>In both cases, the processing must be carried out without consent so as not to prejudice those purposes.</li> </ul>			N/A	N/A
3	Information about your ethnicity, health, religion or philosophical beliefs and/or sexuality processed for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment, with a view to enabling such equality to be promoted or maintained.	We obtain this data from the University o Oxford We obtain this data from you		For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	interest in monitoring and promoting equality	Substantial public interest under the UK Data Protection Act 2018	The processing is necessary for equality of opportunity or treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.	N/A		N/A	N/A
4	Records of student performance and attendance, including records of student self- assessment.	about you We	To help develop and guide you during your studies, our tutors monitor and assess your contributions in tutorials, including your written work, provide feedback and may ask you to self-assess your progress.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in keeping such records to help develop and guide students during their studies.	g N/A		N/A		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.	from you	decisions about you when you ask us to, and in accordance with the College's policies relating to such requests.		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	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.			
					performance of a task carried out in the public interest Processing is necessary for compliance with a legal obligation		In both cases, the processing must be carried out without consent so as not to prejudice those purposes.		N/A	N/A
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 and records of any payments or other benefits paid by the College	from you	as hosts on open days, can administer our open days and can make payments/provide other benefits to student hosts/helpers.	you cease to be a registered student. Where payments to student helpers are made up	you if payments are made	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.			N/A	N/Α
7	Details of your accommodation tenancy or licence agreement, including the duration of your occupancy, payments you have made and decisions about accommodation applications and room allocation.	about you		Records relating to accomodation tenancy or licence agreements will be retained for 7 years after the end of the academic year when your tenancy or licence ends.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its residents have a legitimate interest in the College providing accommodation and operating it efficiently and safely.				
8	Other records relating to your accommodation, for example your contact information, accommodation requests and preferences, booking forms for students and guests, records of any family members or dependants who occupy the accommodation, records of overnight guests, lost property records, rental of fridges, records of your accommodation inventory and of the condition/cleanliness of your accommodation throughout your occupancy.	from you	and related services and so that we have records for safety purposes of who is in College premises.		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.				N/A
9	and facilities for events held by		facilities to students and student societies.	Records will be retained for one year from the date on which a decision is made.	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 and bookings are considered pursuant to its procedures and in accordance with relevant legislation. The College has a legal obligation under the Education (No 2) Act 1986 to take such steps as a are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers. Substantial public interest under the UK Data Protection Act 2018	<ul> <li>necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law.</li> <li>The processing is also necessary for the exercise of a protective function.</li> <li>In both cases, the processing must be carried out without consent so as not to prejudice</li> </ul>	data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.		
L	1	L	I	L	I	I			N/A	N/A

			In order to provide your course,	Records of outstanding payments will be retained								
payment	nt (including payment information such		accommodation and associated services.		performance of our contract with you;							
informat	ation) of "battels", namely: College fees,	We generate this data about you		Records relating to invoicing and payment details will be retained for 7 years after the date on								
	modation, deposits, food and drink, y, use of sporting and other facilities as			which you cease to be a registered student at the College.								
we have	e arranged with you.											
			We collect fees due to the University on its	For 6 years after the end of the academic year	Processing is necessary for the	The University has a legitimate interest in						
owe so th	sity; the University informs us what you that we may do this. We transfer the		behalf and account to it for such fees.		performance of your contract with the University.	collecting fees due to it.						overseas bodies, we may b
	-	from the University of			Processing is necessary for the							requested or required to provide information to
		Oxford			purposes of our or someone else's legitimate interests, except where							those bodies in relation to you.
					overridden by your data protection rights and freedoms							
	-		So that we have a record of our admissions	For 6 years after the end of the academic year	Processing is necessary for	The College has a legitimate interest in being						
party wh	when you applied to study at Oxford,	Oxford	decisions and can administer your application and your course, and assess you for any	you cease to be a registered student	performance of our contract with you;	able to provide references to its students and former students.						
predicted	ng your academic, employment history, red grades, language proficiency and	We obtain this data	financial support during your studies in Oxford. So that we have a record of our		Processing is necessary for the							
			admissions decisions and can administer your application and your course. Also so that		purposes of our or someone else's legitimate interests, except where							
	; details of our admissions decision you. Details of any references, written		we have information and about your background and history if we are asked to		overridden by your data protection rights and freedoms.							
work or r	r research proposals you submit as part application, and any records we make	We may also obtain	provide a reference at a later date.									
of your a		or referees										
admissio	ion, including feedback we provide.											
circumsta	of your financial or socioeconomic stances.										N/A	N/A
	of any criminal records that you declare n your application, or during your		So that the College is a safe and secure environment.	Where criminal convictions, incidents or allegations are declared or reported to us, we will	Processing is necessary for performance of our contract with	The College has a legitimate interest in requiring DBS checks to be carried out where	Substantial public interest under the UK			Where the College processes special category data for these purposes, the processing is		
studies, d	, or of any criminal incidents or	We generate this data		retain this data for 6 years after the end of the academic year when you cease to be a registered	you;	its students are or may be engaged in regulated activity with children or vulnerable	Data Protection Act	necessary for the prevention of a breach of its	Schedule 1 to the Data	necessary for the prevention of a breach of its obligations under health and safety		
anyone e	e else. [WHERE APPLICABLE: Details of	-		student.	Processing is necessary for the	adults.		legislation. The processing is necessary for		•		
	SCIOSURE and Barring Service ( necks 1									legislation. The processing is necessary for reasons of substantial public interest namely		
about yo		We may obtain this		Where we require a Disclosure and Barring	purposes of our or someone else's legitimate interests, except where			reasons of substantial public interest, namely that the College must comply with its statutory		reasons of substantial public interest, namely that the College must comply with its statutory		
	you obtained prior to or during your	We may obtain this data from third parties.		Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the	purposes of our or someone else's legitimate interests, except where overridden by your data protection			reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its		reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its	,	
about yo	you obtained prior to or during your			Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the date the certificate is received and a skeleton record that the check was satisfactory or	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.			reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.		reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.	,	
about yo	you obtained prior to or during your			Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the date the certificate is received and a skeleton record that the check was satisfactory or unsatisfactory passed will be kept on your College file for 6 years from the end of the academic year	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.			reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its		reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its	,	
about yo	you obtained prior to or during your			Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the date the certificate is received and a skeleton record that the check was satisfactory or unsatisfactory passed will be kept on your College	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.			<ul> <li>reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.</li> <li>The processing is also necessary for the exercise of a protective function.</li> <li>In both cases, the processing must be carried</li> </ul>		reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried	,	
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about yo studies]. Your fee	you obtained prior to or during your []. re status (e.g. home or international)	data from third parties.	In order to determine the fees you are	Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the date the certificate is received and a skeleton record that the check was satisfactory or unsatisfactory passed will be kept on your College file for 6 years from the end of the academic year in which you cease to be a registered student at the College.	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Legislation determines to an extent the level of	f	<ul> <li>reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.</li> <li>The processing is also necessary for the exercise of a protective function.</li> <li>In both cases, the processing must be carried out without consent so as not to prejudice</li> </ul>		reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice	s N/A Loan and financial support	
about yo studies]. Your fee and asso of reside	you obtained prior to or during your []. re status (e.g. home or international) sociated information about your country dence, the amount of your fees and	data from third parties. We obtain this data from the University of Oxford		Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the date the certificate is received and a skeleton record that the check was satisfactory or unsatisfactory passed will be kept on your College file for 6 years from the end of the academic year in which you cease to be a registered student at the College.	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.		f	<ul> <li>reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.</li> <li>The processing is also necessary for the exercise of a protective function.</li> <li>In both cases, the processing must be carried out without consent so as not to prejudice</li> </ul>		reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice	s N/A	funding originating from overseas bodies, we may
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15	Disciplinary, harassment or grievance records if a disciplinary, harassment, grievance or other complaint is made by you or about you to the College, including records of any investigation and / or decision that we take, and of any appeals process.		benefit of all its members and visitors.	Disciplinary, harassment or grievance records about you will be retained for 6 years after the end of the academic year when you cease to be a registered student. Aggregated and anonymised records of action taken under the College's disciplinary processese and stages reached will be retained within the College archives permanently.	Processing is necessary for the purposes of our or someone else's	The College, its staff and students have a legitimate interest in the College being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.	Data Protection Act	<ul> <li>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.</li> <li>The processing is also necessary for the exercise of a protective function.</li> <li>In both cases, the processing must be carried out without consent so as not to prejudice those purposes.</li> </ul>	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	f data for these
16	Records of College cultural life: photographs and written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes.		To allow the College's cultural life to function and flourish, and in order to maintain a record of College life, which may be relevant to you individually (for example if you later request a reference from us), and which is also part of the College's own archive record of what its members have achieved over time.	permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life, including for researchers and future students.				
17	Meal bookings and attendance.         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.	about you	So that we may provide catering services to students and invoice them correctly for the services provided. So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	For 3 months after the end of the academic year when you cease to be a registered student. These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be retained for a longer period (for example in connection with legal advice, or in relation to auditing obligations).	performance of our contract with you. Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation and/or complying wth regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.		f these purpos
19	Passport records for overseas trips and events.	We obtain this data from you	Where the College organises an event abroad (for example a College Choir event).	For 3 months after the date on which you return from the overseas event/trip.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in arranging cultural events abroad.	Explicit consent			
20	Information and copies of records confirming your entitlement to study in the UK, including records of your confirmation of acceptance for studies, passport, student visa and/or biometric residence permit, attendance records. We also have access to the University's system that shows whether you have the right to work in the UK.	We obtain this data from the University of Oxford We obtain this data from you		For 6 years after the end of the academic year you cease to be a registered student.	<ul> <li>Processing is necessary for performance of our contract with you;</li> <li>Processing is necessary for compliance with a legal obligation</li> <li>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms</li> </ul>	The College, its students and the University have a legitimate interest in the Colleges being able to provide information to the University ir order to enable it to comply with immigration law obligations. In the case of right to work information, the processing is necessary for the College to comply with the requirements of UK Visas and Immigration under immigration law.				
21	applications before they arrive, and making visa extensions when they are on the course.	We obtain this data from you We generate this data about you	Overseas students need visas in order to attend university.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation		Explicit consent			

College processes special category ese purposes, the processing is for the prevention of a breach of its s under the Equality Act 2010. The		
is necessary for reasons tial public interest, namely that the ust comply with its statutory s concerning equality and to make e adjustments.		
ssing is also necessary for the faprotective function.		
ses, the processing must be carried at consent so as not to prejudice poses.		
	N/A	N/A
	N/A	NI / A
	N/A N/A	N/A
rocesses special category data for poses, the College is exercising conferred under legislation and/or wth regulatory requirements. The is necessary for reasons of I public interest, namely the nt for the College to comply with its and legal obligations.	UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of tax or duty, safeguarding, or national security; College auditors	N/A N/A
	N/A	N/A
	Home Office, UK Visas and Immigration	N/A
	Home Office, UK Visas and Immigration	N/A

22	Emergency contact details	We obtain this data from 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 students have a legitimate interest in the College being able to contact someone you nominate for emergency situations.			
23	Contextual admissions information for undergraduate admissions (relating to information about your school performance, postcode and care background).	We obtain this data from the University of Oxford	explained more fully on the University's website, but is taken into account when deciding whether to invite applicants for interview (in addition to candidates who have met the usual departmental admissions criteria): https://www.ox.ac.uk/admissions/un dergraduate/applying-to- oxford/decisions/contextual-data?wssl=1	If you participated in an outreach programme, such data may also be held on the Higher Education Achievement Tracker, operated by the University. An explanation of what is held on	legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation.	The College has a legitimate interest in ensuring that people from a range of backgrounds have the opportunity to attend the College. Under relevant legislation the University is required to adhere to the agreement it has with the Office for Fair Access / Office for Students, which includes the use of contextual data in the undergraduate admissions process.		N/A	N/A
24	Information about your contractual terms and conditions, personal tutor, university card number, contact details and any carer responsibilities that you tell us about.		So that we are able to deliver your course and can take account of your circumstances when we deliver it.	you cease to be a registered student.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in being able to take account of relevant circumstances when providing your course.		N/A	N/A
25	Records of attendance at and participation in College committee meetings	We generate this data about you	and details of your involvement in the meeting minutes and in internal communications.	College archive where your attendance and comments are recorded in committee minutes.	legitimate interests, except where	The College has a legitimate interest in having student representatives on certain committees, and it is necessary to process your data for those committees to function properly.		N/A	N/A
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	support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.	scholarships and bursaries (incl. exhibition and prizes) that are part of the academic record. Financial related applications and decisions (e.g. hardship funds) will be retained for 6 years after the end of the academic year when you cease to	legitimate interests, except where overridden by your data protection rights and freedoms.			N/A	N/A
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.	These records will be retained for one year from the date on which the ceremony took place.	Processing is necessary for performance of our contract with you.			N/A	N/A
28	Records concerning nominations and decisions to confer prizes, scholarships and awards, where third party donors are not involved.		scholarships, awards or prizes.			The College has a legitimate interest in making awards and awarding scholarships and prizes to students, and in fulfilling the wishes of its benefactors.		N/A	N/A
								N/A	N/A

Records concerning nominations ar to confer prizes, scholarships and a third party donors.			Permanently.	We will only share your informatio with such a donor with your consent.	n
Student debtor records and records recovered, records of decisions we debts.	-	<ul> <li>In order to consider and take appropriate action. Depending on the circumstances this may include exploring alternative funding options and support that the College may offer, instalment payments, considering and implementing other measures to recover debts, such as late payment charges,</li> </ul>	Records of outstanding payments will be retained until they are paid in full (or a final decision is made in relation to recovery of the debt). Information will otherwise be retained for 7 years from the date on which you cease to be a registered student of the College.	performance of our contract with you;	
Library access and book records, ov records, records of library cards and fines.		disciplinary options and/or debt recovery action. To operate College library facilities.	These records will be retained for a period of seven years from the date of closure of your library account.	<ul> <li>overridden by your data protection rights and freedoms</li> <li>Processing is necessary for performance of our contract with you;</li> <li>Processing is necessary for the purposes of our or someone else's legitimate interests, except where</li> </ul>	Image: Series of the series
Records of any decisions that you te regarding your course, such as optio wish to take, or if you decide to cha withdraw from your course, interm suspend your studies. Records of a we make about your wishes, such a to allow you to take options, change course or suspend your studies.	ons you from you inge or We generate this data it or about you ny decisions is whether	In order to consider and make decisions abour your requests.	Permanently.	<ul> <li>overridden by your data protection rights and freedoms</li> <li>Processing is necessary for performance of our contract with you;</li> <li>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection</li> </ul>	Image:
Welfare records, including confider about requests for support and cou and of support and counselling prov	inselling, from you	In order to provide support and counselling services to our students.	For 6 years after the end of the academic year when you cease to be a registered student.	rights and freedoms. Processing is necessary for the	Image:
Mailing lists informing you about ex other information about the College University.		a To enable students to participate in College events	Your email contact data will be removed from mailing lists within three months of the date on which you cease to be a registered student at the College.		Image: Constraint of the college and University       Image: College and University       Welfare team       M/A         Image: College and its students have a legitimate interest that students are notified of information about the College and University       Image: College and Universi
5 Student information that appears in and outreach materials, such as pho of students and quotations about th experience, records of any students participate in outreach activity.	otographs from you heir s that	To promote the College to potential applicant	Student information may be transferred to College archives for purposes in the public interest, or for historical research purposes as a record of College life.		
Research student records, including your supervisor, the supervision pro examiner, College advisor, thesis tit submission and viva details and out progress reports, records of meetin your progress.	ocess, from the University of tle, Oxford tcomes, We generate this data	f decisions about it.	Permanently.	Processing is necessary for performance of our contract with you.	

38	Records of consultations and any medical treatment or advice given by the College nurse.	We obtain this data from you We generate this data about you	In order to provide medical support to our students	For 3 years after the end of the academic year when you cease to be a registered student, or when you reach age 21, whichever is later.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in making a College nurse available to provide basic medical advice and treatment to its students.	Processing is necessary for health purposes under the Data Protection Act 1988.			
39	Data listed in this table that we hold after the end of your contract with us, including data that we hold permenently for archiving and research purposes.		In order to provide references, and so that we have a record if required by a regulator, for archiving and research purposes and/or for the purposes of legal claims.		Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms		for the establishment, exercise or defence of legal claims. Processing is necessary for archiving in the public interest, and/or for historical research	generations, and in the context of the College being a College of a long-established University with a strong identity and history. The College is required to implement appropriate safeguards for individuals' rights	exercise or defence of legal claims. Processing is necessary for archiving in the public interest, and/or for historical research purposes.	maintaining i generations, being a Colle University wi Y The College i appropriate s
40	References we provide.	We generate this data about you	Where we are asked to provide a reference for you.	Copies of references will be kept for six years from the date of provision of the reference. An entry noting that a reference was provided will b retained on your permanent record.	Processing is necessary for the purposes of our or someone else's e legitimate interests, except where overridden by your data protection rights and freedoms	The College, its students and the recipients of references have a legitimate interest in providing and receiving references.				

aublic interact in the College	GP medical practice Emergency, medical and similar services personnel	N/A
public interest in the College ng its archive of College life for future		
ns, and in the context of the College		
ollege of a long-established		
with a strong identity and history.		
ge is required to implement		
te safeguards for individuals' rights oms. The UK Data Protection Act		
safeguards by making specific		
preventing processing which is likely		
ubstantial damage or substantial o a data subject; and/or which is		
It for the purposes of measures or		
with respect to a particular data nless the purposes for which the		
g is necessary include the purposes of		
medical research.		
	N/A	N/A
	N/A	N/A