

Alumni, donors and supporters' data

ID.	Category of personal data	Who the data subjects are	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)	Who we share the data with	Third countries or international organisations we transfer the data to	Safeguards in place for the transfer of data to third countries or international organisations	Our basis for processing special category and/or criminal conviction data	Special category or criminal conviction data processing - details (where appropriate)	How we secure the data
ALUM1	Contact details (name, current and historic addresses, telephone numbers), as amended from time to time.	Alumni, friends and supporters of the College	We obtain this data from you We obtain this data from the University of Oxford	In order to be able to contact alumni and continue to develop the ongoing relationship between the College and its alumni. We continue to hold historic addresses to facilitate contact, as they often remain valid addresses for contact, and may represent additional properties used by an alumnus. They also assist in our checks on the accuracy of our records.	Permanently	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College, and its alumni, friends & supporters, have a legitimate interest in the College maintaining contact information in order to facilitate communication between them.	The University and other Colleges on DARS	N/A	N/A	N/A	N/A	Password protected database on an access controlled network drive.
ALUM2	Development and Alumni Relations System ("DARS") records	Alumni, friends and supporters of the College	We obtain this data from you We generate this data about you We obtain this data from the University of Oxford	In addition to records held by the College, independently, the College also uses DARS to undertake the majority of development and alumni processes. DARS is a shared system used by Development and Alumni Relations colleagues across the collegiate University. DARS has a shared layer of data (contact information, education/interest data, fact of whether someone is a donor or not) which is available to all users. Users with specific roles (such as event managers and fundraisers) are able to see an extended range of data. As regards donations and connected details, the College can only see donations made to the College.	Permanently	Processing is necessary for performance of our contract with you Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms You have given your consent to the processing for one or more specific purposes	The College has a legitimate interest in fundraising and alumni relations activities, including seeking donations in person, by telephone and via written communications. The College also uses the system to conduct statistical analysis of its activities and donor base, to make forecasts and predictions about philanthropic activity, gauge levels of support and ensure its messaging is timely and relevant. DARS is also used to identify alumni who may be appropriate guest speakers at events. DARS is used to provide relevant correspondence to donors, to serve as tax receipts, and to ensure that the collegiate University's ethical framework and reputation is not compromised by the acceptance of any gifts. It also serves an event management purpose.	The University and other Colleges on DARS	N/A	N/A	The categories and groupings of data collected and processed by the College using DARS, are split out in the other rows of this register. Please refer to the rest of this table to identify the legal basis the College has for processing that type of data about you.	The categories and groupings of data collected and processed by the College using DARS, are split out in the other rows of this register. Please refer to the rest of this table to identify the legal basis the College has for processing that type of data about you.	Password protected database on an access controlled network drive.
ALUM3	Information about your health, dietary requirements and/or disabilities.	Alumni, friends and supporters of the College	We obtain this data from you	When we consider what reasonable adjustments to make, or we need to take account of any dietary requirements you have (whether for medical or belief reasons), when planning for your attendance at alumni events. In addition, we have an obligation to confirm that the College is following applicable fundraising policies (such as vulnerable person policies).	Permanently.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law, and/or food safety law. The College is also required to implement and check compliance with certain policies regarding our fundraising activities. The College also has a legitimate interest in ensuring that its alumni, friends & supporters receive an appropriate service and treatment in your interactions with the College. This includes the College's ability to proactively offer facilities designed to meet their needs.	N/A	N/A	N/A	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under the Equality Act 2010 and/or pursuant to its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	Password protected database on an access controlled network drive.
ALUM4	Correspondence with you	Alumni, friends and supporters of the College	We obtain this data from you	To hold an accurate record of our communications with you to ensure we can maintain continuity in our lifelong relationship with our alumni.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College, its alumni, friends & supporters, have a legitimate interest in the College holding a full record of their correspondence, which can be referred back to over the course of their relationship.	N/A	N/A	N/A	N/A	N/A	Password protected database on an access controlled network drive. Emails in password protected mailboxes. Folders containing information on an access controlled network drive.

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ALUM5	Biographical information, including your interests, family news, photos, educational history and achievements, employment history and current role details, and wealth information.	Alumni, friends and supporters of the College	We obtain this data from you We generate this data about you We obtain this data from the University of Oxford	To understand your interests, circumstances and occupation, in order to deepen our ongoing relationship with you. Alumni often provide us information specifically for the College record or as news, which we will also record on our alumni database. We may also be required by law, in certain specific circumstances, to process this information.	Permanently.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in pursuing a positive long term relationship with our alumni.	N/A	N/A	N/A	Explicit consent. The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	We avoid storing any special category data relating to religious beliefs, political persuasion. However, it is possible that there might be information attached to an alum's record, in a note, in some correspondence from the alum themselves, etc that could provide an indication of such beliefs (e.g. letter from Reverend on headed paper from Church). Further processing activity carried out by the College which relates to criminal offences or allegations involving donors and supporters including prospective donors and supporters (for example, in relation to money laundering or bribery offences) may also be carried out for the purposes of: 1. complying with, or assisting other persons to comply with, a regulatory requirement which involves the College taking steps to establish whether another person has: a. committed an unlawful act, or; b. been involved in dishonesty, malpractice or other seriously improper conduct; and 2. In the circumstances, the College cannot reasonably be expected to obtain your consent to the processing, and the processing is necessary for reasons of substantial public interest.	Password protected database on an access controlled network drive. Folders containing information on an access controlled network drive.
ALUM6	Your dates of attendance, course of study and outcome of your studies, results of University examinations and assessments, awards, scholarships and prizes conferred. Records of your student status, including whether you were on the visiting student programme and whether you were a full-time or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.	Alumni	We generate this data about you We obtain this data from the University of Oxford	To have a record of your academic progression and if we are later asked for a reference or verification of your attendance. Also, for the purposes of ensuring that we invite alumni back to relevant reunion events or to events they might be interested in, and to keep them up to date with news from their department(s).	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College, and its alumni, have a legitimate interest in contacting alumni regarding relevant events and news. Where information is kept 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.	The University and other Colleges on DARS Third parties, where consent given.	N/A	N/A	N/A	N/A	Password protected database on access controlled network drive. Information held securely on password protected master system i.e. SITS/Evision. Files on an access controlled network drive. Emails stored in a password protected mailbox. Paper records kept in locked archive room. Information held securely on password protected master
ALUM7	Details of prizes, scholarships, bursaries, including details of the recipients and donors.	Donors	We obtain this data from you We generate this data about you We receive this data from the University of Oxford We receive this information from third party donors	We record prizes, scholarships, and bursaries awarded, including details of the recipients and donors. In addition to keeping a record of monies received and distributed, we are required to provide appropriate updates to donors regarding the use of their donations, and we facilitate communications between communities of scholars, and between donors and recipients. We also retain the information as part of the ongoing deep relationship and communications between the College and individual alumni.	Permanently	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in recording and retaining data on monies received and distributed. The College, its alumni, and other donors, have a legitimate interest in holding information pertinent to the ongoing deep relationship and communications between them. Donors also have a legitimate interest in understanding the use(s) to which their contributions are put.	N/A	N/A	N/A	N/A	N/A	Password protected databases. Folders containing information on an access controlled network drive. Emails stored in password protected mailbox.
ALUM8	Donation histories, including contacts made, details of amounts given and pledged, projects supported, Gift Aid forms (including name, address and other details).	Supporters of the College	We obtain this data from you We generate this data about you	To record the source of monies received, wishes of donors, and to hold an accurate record of the support donors have provided to the College. We may also need to provide some details to HMRC in compliance with legal obligations. We also recognise our donors for the full spectrum of support they provide and seek to keep them updated about the projects they have supported, if they so wish.	We keep a skeleton record, including details of any expressions of wish, in perpetuity. Additional transaction information is held for 7 years post donation.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in holding records of the support provided to the College. Supporters have a legitimate interest in the College recording and recognising that support.	N/A	N/A	N/A	N/A	N/A	Password protected database on an access controlled network drive. Folders containing information on an access controlled network drive.

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ALUM9	Legacy documentation, including correspondence with future and prospective legators, copies of relevant wills or sections of wills.	Alumni and donors	We obtain this data from you We generate this data about you	As a record of amounts and documentation relating to future/proposed donations, to enable the efficient transfer of relevant funds at the appropriate time, and to enable the College to plan for the future. We also store and use this information so that the College/University can accurately follow the wishes and intentions of alumni/supporters who indicate that they will be leaving a legacy. In addition, details of proposed legators will be used to thank legators during their lifetime.	Details of a legator's identity, the amount of any legacy, and the use to which it was put will be stored by the College and/or University in perpetuity. Where a legacy contains conditions, directions or is subject to a dispute, we will retain all information held pertaining to that legacy until (a) 15 years following the end of the dispute or any potential further disputes, or (b) until the assets forming the legacy are exhausted (whichever is longer).	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in seeking legacy donations, holding a record of expected legacy donations, thanking legators and their families, and having materials available to demonstrate the College's interests in such funds.	N/A	N/A	N/A	N/A	N/A	Password protected database on an access controlled network drive. Folders containing information on an access controlled network drive.
ALUM11	Financial information including your contact information and details of invoicing and payment (credit card or banking payment information) of accommodation, deposits, food and drink, use of facilities we have arranged with you.	Alumni, friends and supporters of the College	We obtain this data from you We generate this data about you	To enable alumni, friends and supporters to use college facilities and be charged. Also to enable recovery of monies owed to the College.	Records of outstanding payments will be retained until they are paid in full. Records relating to invoicing and payment details will be retained for seven years from the date of payment.	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 charging for the use of facilities and services, including meals and accommodation. The College also has a legitimate interest in recovering any outstanding amounts owed.	We may share this information with the small claims court or a debt collection agency if appropriate					Electronic data held on access controlled network drive. Hard copies held in lockable filing cabinets in lockable offices.
ALUM12	Records of College cultural life while you attended the University: photographs and written records of teams, choirs, clubs and societies, plays and musical performances, of your participation in events and sporting fixtures and of the outcomes.	Alumni	We obtain this data from you We generate this data about you We obtain this data from the University of Oxford We obtain this data from third parties (e.g. event photographers)	To maintain a record of College life, which may be relevant to you individually (for example if you later request a reference from us), and which is also part of the College's own record of what its members have achieved over time. We also add the facts of your memberships/interests, activities and achievements onto our database, to ensure we offer a personalised experience in our relationship with you.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life. The College, and its alumni, also have a legitimate interest in ensuring that they have a positive and well-informed ongoing relationship.	N/A	N/A	N/A	Processing relates to personal data which you have manifestly made public	To the extent that special category data is retained, this will be data that you have made public via your membership of relevant societies, attendance at and participation in events.	Password protected database on an access controlled network drive. Folders containing information on an access controlled network drive. Paper records kept in locked archive room.
ALUM14	Records of your attendance at College and University events, and other involvement in College life, whilst an alumni: photographs and written records of groups, societies, teams, sports events and outcomes.	Alumni	We obtain this data from you We generate this data about you We obtain this data from the University of Oxford	To maintain a record of College life, which may be relevant to you individually and which is also part of the College's own record of what members have achieved over time.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life.	N/A	N/A	N/A	Processing relates to personal data which you have manifestly made public	To the extent that special category data is included in the information stored, this will be data that the relevant alum has made public.	Password protected database on an access controlled network drive. Folders containing information are on an access controlled network drive. Paper records kept in locked archive room.
ALUM13	Opinions and comments made by you on College development and outreach programs and events, as expressed in communications with the College (to the extent recorded)	Alumni, friends and supporters of the College	We obtain this data from you	The views, ideas and concerns of alumni help to guide College development activities. Such comments would only be recorded in relation to a specific alumnus where we have been clear that the relevant survey is not anonymous, or where the relevant opinions were expressed in correspondence which is retained. The College uses alumni comments to evaluate the success of events, activities, and to shape future strategy.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in operating a proactive, positive and engaged development program.	N/A	N/A	N/A	N/A	N/A	Password protected database on an access controlled network drive. Folders containing information on an access controlled network drive.
ALUM15	Rights to use College facilities: library access; dining rights; reduced rates for accommodation, etc.	Alumni	We generate this data about you	To enable the College to recognise, and for you to exercise, your rights as a College alumnus.	Details to the rights you have as regards College facilities will be held in perpetuity. We retain records of your exercise of those rights/access to facilities for a period of 7 years following the last instance.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the proper operation of College library facilities.	N/A	N/A	N/A	N/A	N/A	Password protected database on an access controlled network drive.

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ALUM16	CCTV recordings and still images taken from recordings.	Alumni, friends and supporters of the College	We generate this data about you	To provide safety and security around the College and to assist with the prevention and detection of crime or unlawful activity. Where an incident is recorded we may need to capture images for the purposes of an investigation by the College, University Security or police.	30 days. Captured images from incidents are kept for up to 12 months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for compliance with a legal obligation.	The College, and its alumni, friends & supporters, have a legitimate interest in being in a safe and secure environment. Logs of who has accessed the recordings and their reason for accessing them are recorded to comply with the college's security and accountability obligations under data protection law.	The Police and Oxford University Security Services in cases of criminal activity.	N/A	N/A	N/A	The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes.	Password protected software. Captured footage/images on access controlled network drive.
ALUM17	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.	Alumni, friends and supporters of the College	We obtain this data from you We generate this data about you We obtain this data from the University of Oxford	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	6 years unless there is compelling justification for the data to be retained for longer (e.g. in connection with legal advice)	Processing is necessary for compliance with a legal obligation	N/A	N/A	N/A	N/A	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	Access controlled network drive. Password protected mailboxes. Paper records kept in locked office.
ALUM18	Public awards, honours and academic prizes received by Alumni.	Alumni	We obtain this data from you	We retain a record of prestigious awards and honours received by our alumni, to recognise the achievements of our alumni body, and to facilitate interactions and communications between ourselves and the relevant individuals.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College, and its alumni, have a legitimate interest in acting to deepen its relationships with alumni. The College also have a legitimate interest in recognising the achievements of alumni, both within its records and at a public level.	N/A	N/A	N/A	Processing relates to personal data which you have manifestly made public	To the extent that special category data is relevant, we only collect and process that data in this context if it were available from the public sources announcing the award/honour, where you chose to provide the information to us and (where relevant) consented to our publication of the same.	Password protected database on access controlled network drive. Folders containing information are on an access controlled network drive.