

Fellows, Common Room Members and Research Associates' 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
FEL1	Contact details (name, post nominals, addresses, phone numbers), as amended and updated from time to time	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you	To enable routine and regular communication with Fellows, Common Room Members and Research Associates.	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 being able to communicate with its Fellows, Common Room Members and Research Associates.	N/A	N/A	N/A	N/A	N/A	Software on password protected PCs. Password protected files on an access controlled network. Emails in password protected mailboxes. Paper records kept in locked filing cabinets and/or locked offices.
FEL2	References/personal statements/CVs	Fellows, Common Room Members and Research Associates	We obtain this data from you We obtain this data from third parties (your referees and nominators)	To inform, and record, decisions relating to the appointment of Fellows, Common Room Members and Research Associates.	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 informed decisions about appointments, to ensure a high level of competency and experience across the fellowships and associations. The College also has a legitimate interest in holding a record of its members over time.	N/A	N/A	N/A	N/A	N/A	Password protected files on an access controlled network. Emails in password protected mailboxes. Paper records kept in locked filing cabinets and/or locked offices.
FEL3	Biographical information (including research and academic interests, family news, educational history and achievements, employment history, current role details)	Fellows, Common Room Members and Research Associates	We obtain this data from you	To be aware of interests and activities to enable the development of a positive relationship with the College. Also to ensure that there is optimum gender and specialism balance on College committees.	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 ensuring that there is optimum gender and specialism balance in committees, so that the interests of the College community as a whole are reflected in decision-making processes.	N/A	N/A	N/A	N/A	N/A	Password protected files on an access controlled network. Emails in password protected mailboxes. Paper records kept in locked filing cabinets and/or locked offices.
FEL4	Conflict of interest declarations	GB Fellows	We obtain this data from you	To identify when personal or family interests and/or loyalties conflict with those of the College.	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 is required by the Charities Commission to keep a record of conflicts of interests. The College also has a legitimate interest in ensuring that GB Fellows act in the College's best interests when making decisions as trustees.	N/A	N/A	N/A	N/A	N/A	Password protected files on an access controlled network. Emails in password protected mailboxes. Paper records kept in locked filing cabinets and/or locked offices.
FEL5	Photographs (formal)	Fellows	We obtain this data from you	To enable visual identification of Fellows for security purposes. Also, to publish images of Fellows to enable identification by students, colleagues and third parties.	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 ensuring the security of our premises. The College, students and others, also have a legitimate interest in being able to identify you. In relation to the College Archive, the College has a legitimate interest in holding a visual record of its Fellows over time.	N/A	N/A	N/A	N/A	N/A	Software on password protected PCs. Password protected files on an access controlled network. Emails in password protected mailboxes. Paper records kept in locked filing cabinets, locked offices and/or a locked archive room.

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FEL6	Fellows, Common Room Members and Research Associates' records including names, contact details, CVs, photographs, biographical information and sabbatical details.	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you	To maintain historic records of members of the College for the 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 maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.				Processing is necessary for archiving purposes in the public interest and for research purposes as permitted under the UK Data Protection Act The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. Where it processes special category and/or criminal conviction data for archiving purposes, the College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.	Files on access controlled network drive. Locked archive room.
FEL7	Information about your health (including gender, NHS number, ethnicity and medical conditions), dietary requirements and/or disabilities, and records of decisions we make taking that information into account.	Fellows, Common Room Members and Research Associates	We obtain this data from you We obtain this data from third parties, such as medical professionals that you ask to provide us with information	To enable us to make reasonable adjustments to our provision of accommodation, catering and facilities. Or where there is a medical emergency and any decisions that we take as a result. Also to enable the College Nurse to provide primary nursing care.	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; Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in taking such information into account when it makes decisions that may affect Fellows, Common Room Members and Research Associates' health, wellbeing or ability to participate in college life. Processing is also necessary for compliance with equality law, and/or food safety law.	N/A	N/A	N/A	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 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. 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.	Password protected meal booking software Files on an access controlled network drive Emails stored in a password protected mailbox Information held securely on password protected master system i.e. SITS/Evision Paper records kept in a locked filing cabinet. The key to the filing cabinet is kept in a key safe in a locked office.
FEL8	Next of kin/emergency contact details	Fellows, Common Room Members and Research Associates	We obtain this data from you	To enable us to contact appropriate individuals in the event that Fellows, Common Room Members and Research Associates are injured, become unwell or pass away.	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 being able to contact next of kin in the event of an emergency involving any of our Fellows, Common Room Members or Research Associates.	N/A	N/A	N/A	N/A	N/A	Software on password protected PCs. Password protected files on an access controlled network.
FEL9	Governing body and committees agendas, minutes and related correspondence. These may include personal data of the meeting attendees, correspondents and of individuals referred to in the documents.	Fellows and Research Associates	We obtain this data from you We generate this data about you	To maintain a historic record of College administration.	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 activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.				Processing is necessary for archiving purposes in the public interest and for research purposes as permitted under the UK Data Protection Act The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. Where it processes special category and/or criminal convictions data for archiving purposes, the College is required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject; and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.	Files on access controlled network drive. Locked archive room.
FEL10	Details of attendance at, and participation in, College administrative meetings (including Governing Body, sub-committees and working groups).	Fellows and Research Associates	We generate this data about you	To record attendance at meetings, to prove that meetings are quorate, and to track participation in committees.	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 ensuring that meetings are quorate, so that decisions can be made legally. The College also has a legitimate interest in compiling a record of administrative and managerial matters including details of those involved, decisions made and outcomes.	N/A	N/A	N/A	N/A	N/A	Access controlled network drive. Password protected files. Password protected mailbox.

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FEL11	Sabbatical entitlements (including dates, historical data periods, plans for the use of sabbatical time, reports on sabbatical time)	GB Fellows	We obtain this data from you We generate this data	To manage sabbatical entitlements, and to ensure cover (if necessary). Also to keep a record of your time as Fellow of the College.	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 being able to register that sabbaticals are taken as entitled, and that relevant responsibilities are covered in the absence of the Fellow on sabbatical.	N/A	N/A	N/A	N/A	N/A	Password protected files on an access controlled network. Emails in password protected mailboxes. Paper records kept in locked filing cabinets and/or locked offices.
FEL12	Pastoral care records (College provision of pastoral care to students), including details of your pastoral responsibilities, advisees, interventions and advice.	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you	As part of the records of students advisees, and to create a record for future consultation in the event of complaints.	This data will be retained for a period of 6 years from the date on which the student left the College.	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 pastoral care information, in order to assess the proper functioning of the pastoral care system and to be able to handle complaints received in relation thereto. Advisees also have a legitimate interest in the creation of appropriate records of pastoral care received.	N/A	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Emails stored in a password protected mailbox. Information held securely on password protected system i.e. SITS/Evision
FEL13	Opinions and comments made by you on student's academic and other reports, and expressed during or in relation to College meetings (to the extent recorded).	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you	As part of College records and minutes concerning teaching, management and administration.	This data will be retained for a period of 6 years from the date on which the student left the College.	Processing is necessary for the performance of a task carried out in the public interest. 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	To the extent that the materials in question relate to the education provided at the College, the processing is necessary for the performance of a public task. The College also has a legitimate interest in maintaining records of College matters, including reports and discussions thereon.	N/A	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Emails stored in a password protected mailbox. Information held securely on password protected system i.e. SITS/Evision
FEL14	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to data protection subject access requests and/or freedom of information requests.	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you	To have a record of the information supplied 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, 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.
FEL15	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.	Fellows, Common Room Members and Research Associates	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	To maintain appropriate standards of conduct and behaviour for the benefit of all college members and visitors.	For 6 years after you cease to be a Fellow, Common Room Members or Research Associate.	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 properly investigate and handle complaints, disputes and grievances.	The University of Oxford where cases involve the Proctors.	N/A	N/A	Substantial public interest under the UK Data Protection Act 2018 Processing is necessary for obligations and exercising rights in the field of employment, social security and social protection law.	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.	Files on an access controlled network drive. Emails stored in a password protected mailbox. Information held securely on password protected system i.e. SITS/Evision. Paper records kept in a locked filing cabinet.
FEL16	Health and Safety records: accident reports and accident book.	Fellows, Common Room Members and Research Associates	We obtain this data from you	To ensure that we have a record of accidents occurring on College premises. In some cases, the College has a legal obligation to record and reports accidents to the Health and Safety Executive.	7 years	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 has a legitimate interest in creating and retaining records of accidents on College premises to assist with its management of health and safety risks In some cases, the College is obliged to record and report accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Health and Safety Executive	N/A	N/A	Substantial public interest under the UK Data Protection Act 2018	The processing is necessary for the protection of Fellows, Common Room Members and Research Associates from any potential health and safety risks, and must be carried out without the consent of the individual so as not to prejudice such protection. Processing to record and report relevant accidents is (where a legal obligation is imposed on the College) in the substantial public interest.	Files kept on an access controlled network drive. Emails stored in a password protected mailbox. Paper records kept in locked filing cabinets.
FEL17	Bank Account Records: names, contact information, university card numbers, and bank details.	Fellows, Common Room Members and Research Associates	We obtain this data from you	To enable Fellows, Common Room Members and Research Associates to use college facilities and be charged on the battels system. Also to enable recovery of monies owed to the College.	End of relationship and there are no outstanding debts owed to the College or the University.	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 and also recovering any outstanding amounts owed.	We may share this information with the small claims court or a debt collection agency if appropriate	N/A	N/A	N/A	N/A	Electronic data held on access controlled network drive. Hard copies held in lockable filing cabinets located in lockable offices.

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FEL18	Records relating to event and merchandise sales and purchases consisting of date of the order, details of the event/merchandise booked, sold or purchased, the amount due, the contact and payment details of the purchaser including credit card number/credit card security number, direct debit or bank transfer (account holder, number and sort code) information and receipts.	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you	To process payments for events and merchandise.	6 years from end of the financial year in which the transaction occurred.	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 processing payments for events and merchandise.	N/A	N/A	N/A	N/A	N/A	Electronic data held on access controlled network drive. Hard copies held in lockable filing cabinets located in lockable offices.
FEL19	Records relating to conference bookings consisting of communications and enquiries, details of the event/conference, the amount due, the contact and payment details of the purchaser.	Fellows, Common Room Members and Research Associates	We generate this data about you	To process bookings and payments for conferences.	In the case of enquiries, a period of 12 months after the date of the enquiry, or 12 months after the conference if later. In the case of transaction records, six years from end of the financial year in which the transaction occurred.	Processing is necessary for performance of our contract with you; Processing is necessary in order to take steps at your request prior to entering a contract.	Where Fellows, Common Room Members and Research Associates have expressed an interest in events, processing is necessary in order to enable the College to enter into relevant contracts with them or take relevant steps.	N/A	N/A	N/A	N/A	N/A	Electronic data held on access controlled network drive. Hard copies held in lockable filing cabinets in lockable offices.
FEL20	Archives of academic conferences, seminars and lectures hosted and/or organised by the College, consisting of the names of attendees, agenda/programmes, papers delivered. These records may include the personal data of attendees and organisers.	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you	As part of the College archive recording College life, which may be relevant to you individually (for example if you later request a reference from us), but which is also part of the College's own record of what its members have achieved over time.	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 archiving past conferences, seminars and lectures that it hosted and/or organised.	N/A	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Locked archive room.
FEL21	Budget documents, audit and accounting documents, management accounts, investment documents and communications relating to such records, all of which may include names and contact details of individuals responsible for or involved with the budgets/accounts/investments.	GB Fellows	We generate this data about you We obtain this data from you. We obtain this data from third parties e.g. accountants.	As a normal part of the College's budgetary and accounting processes.	Six years from end of the financial year to which the records relate.	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 operating processes for budgeting, auditing, accounting and investment purposes.	N/A	N/A	N/A	N/A	N/A	Electronic data held on access controlled network drive. Hard copies held in lockable filing cabinets in lockable offices.
FEL22	Payee Details: bank account records, including names of payees and transaction details.	Fellows, Common Room Members and Research Associates	We receive this data from a third party (the bank).	In the normal course of operating the College bank account.	Six years from end of the financial year to which the records relate.	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 processing its own banking records for cashflow, accounting and audit purposes.	N/A	N/A	N/A	N/A	N/A	Electronic data held on access controlled network drive. Hard copies held in lockable filing cabinets in lockable offices.
FEL23	IT support records: names and contact details; dates, times and details of support requests; and steps taken for resolution of requests.	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you	To provide support to users of the college IT system.	3 years.	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 records of who has requested IT support and the support provided. This information is useful for follow-up and/or similar requests.	N/A	N/A	N/A	N/A	N/A	The service management software, Spiceworks, is password protected and accessible only by IT staff
FEL24	Login information consisting of time, date and duration of login, username and name of person logging in, their University Card number, records of which users have printed documents and at what time/date, details of any charges for printing. We also hold records of the level of access permission users have to the system and which files/folders.	Fellows, Common Room Members and Research Associates	We generate this data about you	To manage and operate our IT systems and control who has access to them.	Login information is kept for 12 months after users' IT accounts are deactivated. Printing records are kept until users' IT accounts are deactivated.	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 has a legitimate interest in keeping records of who has accessed its systems to assist with IT security and in taking disciplinary action with college members if appropriate. Keeping such records and monitoring activity is also necessary to comply with the College's security and accountability obligations under data protection laws.	N/A	N/A	N/A	N/A	N/A	Password protected software applications accessible only by IT staff

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FEL25	Firewall, security and PC misuse incident log files consisting of the date and time of incident, which user (SSO ID), details of the incident and any consequential action taken. We also hold records of internet usage (including IP and MAC addresses connecting to wifi, records of sites visited, time and date of visit).	Fellows, Common Room Members and Research Associates	We generate this data about you	To maintain and protect the integrity of the College networks. To investigate computer misuse and to minimise the risk of misuse recurring. Records might also be used where users have breached College policies. Records of internet usage are required to assist with troubleshooting and to monitor malicious network traffic and suspected access of illegal materials, copyright infringements and/or violations of University/College IT regulations.	Firewall log files are kept for one month. Internet usage records are kept until users' IT accounts are deactivated.	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 has a legitimate interest in maintaining the integrity of its systems, to investigate misuse and to take action to prevent misuse from recurring. The College also has a legitimate interest in keeping records of websites visited and activity to assist with IT security and in taking disciplinary action with college members if appropriate. Keeping such records is also necessary to comply with the College's security and accountability obligations under data protection laws.	N/A	N/A	N/A	N/A	N/A	Password protected software applications accessible only by IT staff
FEL26	Names, contact information, university card numbers, book records and overdue book records.	Fellows and Research Associates	We obtain this data from you We generate this data about you	To operate college library facilities.	End of relationship plus 18 months	Processing is necessary for the performance of a task carried out in the public interest	N/A	N/A	N/A	N/A	N/A	N/A	Password protected software. Password protected spreadsheets on an access controlled network drive. Emails stored in a password protected mailbox.
FEL27	Book donor records (including names and details of book donated).	Fellows, Common Room Members and Research Associates	We obtain this data from you	To record book donations.	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 receiving book donations and in recording these for historical record.	N/A	N/A	N/A	N/A	N/A	Spreadsheet on an access controlled network drive.
FEL28	CCTV recordings and still images taken from recordings, records of who has accessed the CCTV images and recordings and the reason for accessing them.	Fellows, Common Room Members and Research Associates	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 Fellows, Common Room Members and Research Associates, 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.	Access controlled network drive. Password protected software.
FEL29	Security access records including your name, fob ID number, University Card number and vehicle registration. This information is also linked to our records of the timing of your access to any of our buildings or offices generated manually when you sign in with us or electronically by our fob system. We also hold records of the access rights that individual key holders have.	Fellows, Common Room Members and Research Associates	We obtain this data from you We generate this data about you.	To assist with the security of college premises and to assist with issuing replacement keys and fobs.	1 year.	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 implementing such measures to help maintain safety and security.	N/A	N/A	N/A	N/A	N/A	Password protected software
FEL30	Records of key and fobs issued, including the name of the person to whom the key/fob has been issued and the identity number of the fob.	Fellows, Common Room Members and Research Associates	We generate this data about you	To have a record of who holds keys and fobs to support college security arrangements.	For as long as you hold the key or fob.	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 the security of its premises.	N/A	N/A	N/A	N/A	N/A	Password protected software. Paper records kept in locked office.
FEL31	Punt booking records consisting of the date and time of booking and the name of the person making the booking.	Fellows, Common Room Members and Research Associates	We obtain this data from you	To assist with the administration and security of the College punt.	1 week.	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 providing access to its punt.	N/A	N/A	N/A	N/A	N/A	The Lodge is locked when unattended.
FEL32	Pigeon hole management records, consisting of the names of pigeon hole holders.	Fellows	We generate this data about you	To ensure that mail and other items are delivered to college members	For as long as you have the pigeon hole.	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 operating a pigeon hole system to assist with the efficient delivery of post and similar items.	N/A	N/A	N/A	N/A	N/A	The Lodge is locked when unattended.
FEL33	Vehicle records including car/cycling parking request forms with names and registration numbers, copies of V5 certificates and lease agreements.	Fellows	We obtain this data from you	To consider applications for parking spaces and to decide whether to provide a space to applicants.	2 years. If you continue to have the parking space after 2 years, the data will be kept for as long as you have the space.	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 has a legitimate interest in providing parking spaces to Fellows and in ensuring that unauthorised parking does not occur.	N/A	N/A	N/A	N/A	N/A	Software on password protected PC. Access controlled network drive.

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
FEL34	Mailing lists informing you about events and other information about the College and University.	Fellows, Common Room Members and Research Associates	We generate this data about you	To keep you informed of events and news while you're a member of the College	End of relationship.	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 that its members are notified of information about the College and University.	N/A	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Emails stored in a password protected mailbox. Password protected website.
FEL35	Records of College cultural life: photographs and written records of teams, clubs and societies, plays and musical performances, of your participation at events and sporting fixtures.	Fellows, Common Room Members and Research Associates	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, and which is also part of the College's own record of what its members have achieved over time. We also add the fact 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 members, also have a legitimate interest in ensuring that they have a positive and well-informed ongoing relationship.	N/A	N/A	N/A	N/A	N/A	Access controlled network drive. Locked archive room. Some photographs are hung in secured rooms/offices in the College.
FEL36	Opinions and comments made by you on College events, as expressed in communications with the College (to the extent recorded).	Fellows, Common Room Members and Research Associates	We obtain this data from you	To guide the planning of future activities.	Comments regarding forthcoming events may be held until the event has occurred. The extent that they are used to inform the planning of additional events, they may be referenced in College managerial documents and held in the College Archive in perpetuity.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in proactively managing its events programme.	N/A	N/A	N/A	N/A	N/A	Access controlled network drive. Password protected mailbox.
FEL37	Correspondence with you.	Fellows, Common Room Members and Research Associates	We obtain this data from you	To hold an accurate record of the College's communications with you	The College Nurse keeps correspondence for 9 years. For all other purposes, this data will ordinarily be held for its useful life.	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 Fellows, Common Room Members and Research Associates, have a legitimate interest in the College holding a full record of correspondence between them, which can be referred back to as required.	N/A	N/A	N/A	N/A	N/A	Password protected files on an access controlled network. Emails in password protected mailboxes. Paper records kept in locked filing cabinets and/or locked offices.