

## Student Applicant Data

| ID     | Category of personal data  | Source of the data  | Why we process it   | How long we keep this data   | Our lawful basis for processing  | Details relating to lawful basis (where applicable)  | 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   |
|--------|--|---|---|--|--|--|----------------------------|--|--|---|--|--|
| PSTUD1 | Applications for and decisions about financial support, for example scholarships, bursaries. This includes communications that we send and receive to third parties that provide financial support.  | We obtain this data from you<br>We generate this data about you<br>We may receive decisions from third parties that provide financial support | In order to make decisions about financial support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.  | Successful applicants who enrol: 6 years after the end of the academic year when you cease to be a registered student, but if you are awarded a scholarship this will remain on your record permanently as part of the College archive.<br>Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.<br>Unsuccessful applicants: 12 months after the end of the application cycle. | You have given your consent to the processing for one or more specific purposes.   | N/A  | The University of Oxford   | N/A  | N/A  | N/A   | N/A  | Files on an access controlled network drive.<br>Emails stored in a password protected mailbox.<br>Information held securely on password protected master system i.e. SITS/Evision. |
| PSTUD2 | Information you provide to us or the University of Oxford during the application process, including with your UCAS and graduate application forms consisting of your name, intended course, preferred Colleges, contact details, gender identity, education and employment history, predicted grades, language proficiency, personal statement, references and any research proposal or written work that you submit during the application process.                             | We obtain this information from you<br>We obtain this data from the University of Oxford  | To make admission decisions.  | Successful applicants who enrol: 6 years after the end of the academic year when you cease to be a registered student.<br>Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.<br>Unsuccessful applicants: 12 months after the end of the application cycle.  | Processing is necessary in order to take steps at your request prior to entering a contract<br>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 administering applications and deciding who should be offered places. | The University of Oxford   | N/A  | N/A  | N/A   | N/A  | Files on an access controlled network drive.<br>Emails stored in a password protected mailbox.<br>Information held securely on password protected master system i.e. SITS/Evision. |
| PSTUD3 | Records of our admissions decisions, including decision letters that we send to applicants, notes of your interview performance, feedback we provide you on your application, records of the offers we make, records of whether you accept the offer, and where you do, records of whether you meet the conditions of the offer and records of whether you enrol at the College. We also receive details of equivalent decisions by the University department that you apply to. | We obtain this data from you<br>We obtain this data from the University of Oxford   | To make admissions decisions and to inform you of the outcome.  | Successful applicants who enrol: 6 years after the end of the academic year when you cease to be a registered student.<br>Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.<br>Unsuccessful applicants: 12 months after the end of the application cycle.  | Processing is necessary in order to take steps at your request prior to entering a contract<br>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 administering applications and deciding who should be offered places. | N/A                        | N/A  | N/A  | N/A   | N/A  | Files on an access controlled network drive.<br>Emails stored in a password protected mailbox.<br>Information held securely on password protected master system i.e. SITS/Evision. |
| PSTUD4 | Sensitive data that you provide during the application process, consisting of information about your ethnicity, disabilities, special needs, dietary requirements (whether for health or religious reasons), and records of any criminal convictions that you inform us about. Records of our decisions taking this information into account.  | We obtain this data from you<br>We obtain this data from the University of Oxford   | We process this data in order to consider whether to make reasonable adjustments (in the case of information about your disability and/or health), to implement them and for equality monitoring purposes.<br>In the case of criminal convictions, the College and University will use this data to consider and make decisions about whether any conviction poses an unacceptable risk in the collegiate university environment. | Successful applicants who enrol: 6 years after the end of the academic year when you cease to be a registered student.<br>Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.<br>Unsuccessful applicants: 12 months after the end of the application cycle.  | Processing is necessary in order to take steps at your request prior to entering a contract<br>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms<br>Processing is necessary for compliance with a legal obligation | The College has a legitimate interest in assessing whether any individual poses an unacceptable safety risk.   | N/A                        | N/A  | N/A  | Substantial public interest under the UK Data Protection Act 2018<br>The processing meets a condition in Part 2 of Schedule 1 to the 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.<br>The processing must be carried out without consent so as not to prejudice those purposes. | Files on an access controlled network drive.<br>Emails stored in a password protected mailbox.<br>Information held securely on password protected master system i.e. SITS/Evision. |

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| PSTUD5 | Your fee status (e.g. home, EU, or international) and associated information about your country of residence, the amount of your fees and funding information including your financial declaration, any supporting information you provide about funding (e.g. loans, grants, sponsorship and/or self-funding resources, including copies of evidence you submit) and decisions that we make in light of that information.<br><br>The evidence submitted by you or on your behalf may include financial information about those assisting you financially, for example parents' bank statements. | We obtain this data from you<br><br>We obtain this data from third parties (e.g. parents) | In order to determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.   | Successful applicants who enrol: 6 years after the end of the academic year when you cease to be a registered student.<br><br>Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.<br><br>Unsuccessful applicants: 12 months after the end of the application cycle. | Processing is necessary in order to take steps at your request prior to entering a contract<br><br>Processing is necessary for compliance with a legal obligation  | Legislation determines to an extent the level of fees students are required to pay, based on their country of residence.   | N/A                      | N/A | N/A | N/A              | N/A | Files on an access controlled network drive.<br><br>Emails stored in a password protected mailbox.<br><br>Information held securely on password protected master system i.e. SITS/Evision. |
| PSTUD6 | Pre-application communications with prospective students.  | We obtain this data from you<br><br>We generate this data about you                       | To answer queries that you may have about studying at the College.   | Successful applicants who enrol: 6 years after the end of the academic year when you cease to be a registered student.<br><br>Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.<br><br>Unsuccessful applicants: 12 months after the end of the application cycle. | Processing is necessary in order to take steps at your request prior to entering a contract<br><br>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 and responding to a range of queries from prospective students.   | N/A                      | N/A | N/A | N/A              | N/A | Emails stored in a password protected mailbox.   |
| PSTUD7 | Records about whether to invite applicants for interview, including consideration of contextual information (relating to information about your school performance, postcode and care background), test scores and marks for written work that we have requested. We will also hold copies of the tests and written work that you submit.  | We obtain this data from you<br><br>We generate this data about you                       | We process this data in order to decide who to invite for interview. Contextual information is taken into account when deciding whether to invite applicants for interview in addition to candidates who have met the usual departmental criteria. | Successful applicants who enrol: 6 years after the end of the academic year when you cease to be a registered student.<br><br>Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.<br><br>Unsuccessful applicants: 12 months after the end of the application cycle. | Processing is necessary for performance of our contract with you;<br><br>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data  | The College has a legitimate interest in using appropriate data about academic performance, and to take account academic achievement in order to decide who to invite for interview. | The University of Oxford | N/A | N/A | N/A              | N/A | Files on an access controlled network drive.<br><br>Emails stored in a password protected mailbox.   |
| PSTUD8 | We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This involves us taking copies of passports and visas, which we store electronically and share with the University so that it has records of students' entitlement to study. We also provide the University with students' name, date of birth, passport number, course, fees paid & due for it to share this information with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.                                  | We obtain this data from you<br><br>We generate this data about you                       | Overseas students need visas in order to attend university.  | Successful applicants who enrol: 6 years after the end of the academic year when you cease to be a registered student.<br><br>Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.   | Processing is necessary for performance of our contract with you;<br><br>Processing is necessary for compliance with a legal obligation  | N/A  | The University of Oxford | N/A | N/A | Explicit consent | N/A | Files on an access controlled network drive.<br><br>Information held securely on password protected master system i.e. SITS/Evision.   |