

Student Data

ID	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	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
STUD1	Contact details including emergency contact details and bedroom numbers for those students living in college accommodation.	We obtain this data from you We generate this data about you	To enable routine and regular communication with you while you are a student at the College. Also to contact people close to you in the event of an emergency.	The College Nurse keeps the contact details of those students who have consulted her for 9 years. For all other purposes, the data is kept for 6 years after the end of the academic year when you cease to be a registered student.	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 Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Where students 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. The College, and its students, have a legitimate interest in the College being able to contact nominated persons in emergency situations.	In an emergency, with relevant emergency services. Also third party event software (Eventbrite).	USA (Eventbrite)	Eventbrite are GDPR compliant	N/A	N/A	Software on password protected PCs. Password protected files on an access controlled network. Paper records kept in locked filing cabinets and/or locked offices.
STUD2	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.	We obtain this data from you We obtain this data from the University of Oxford 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 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 compliance with a legal obligation	The College has a legitimate interest in taking such information into account when it makes decisions that may affect students' health, wellbeing or ability to participate. Processing is also necessary for compliance with equality law, and/or food safety law.	The University of Oxford	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.
STUD3	Welfare records, including confidential records about requests for support and counselling, and of support provided.	We obtain this data from you We generate this data about you	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.	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 providing and having access to support and counselling services.	Confidential information will not be shared without explicit consent.	N/A	N/A	Explicit consent	N/A	Files on an access controlled network drive.
STUD4	Information that you submitted to UCAS and/or the University, College or any third party when you applied to study at Oxford, including your academic and employment history, predicted grades, language proficiency and personal statement; details of our admissions decision about you. Details of any references, written work or research proposals you submit as part of your application, and any records we make of your application or interview. Communications between us about your admission, including feedback we provide.	We obtain this data from you We generate this data about you We obtain this data from the University of Oxford We may also obtain this data from schools or referees	To have a record of our admissions decisions and to administer your application and your course. Also so that we have information about your background and history if we are asked to provide a reference at a later date.	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 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 provide references to its students and former students.	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 master system i.e. SITS/Evision
STUD5	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 obtain this data from you We obtain this data from the University of Oxford	To determine your entitlement to study in the UK.	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 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 students and the University have a legitimate interest in the Colleges being able to provide information to the University in order to enable it to comply with immigration law obligations.	The University of Oxford	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 master system i.e. SITS/Evision

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STUD6	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 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	N/A	The University of Oxford	N/A	N/A	Explicit consent	N/A	Files on an access controlled network drive. Information held securely on password protected master system i.e. SITS/Evision
STUD7	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 are on the visiting student programme and whether you are a full-time or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.	We generate this data about you We obtain this data from the University of Oxford	To 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. To administer and provide your course.	Permanently.	Processing is necessary for performance of our contract with you Processing is necessary for the performance of a task carried out in the public interest 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 this data so that it can deliver courses. 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.	Third parties, where consent given.	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 master system i.e. SITS/Evision.
STUD8	Records of student performance and attendance, including records of student self-assessment.	We obtain this data from you We generate this data about you	To help develop and guide you during your studies, tutors monitor and assess your contributions in seminars and classes including your written work, provide feedback and may ask you to self-assess your progress.	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 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.	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 master system i.e. SITS/Evision
STUD9	Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to written work and submission of extenuating circumstances. Decision-making about such requests and records of actions taken.	We obtain this data from you We generate this data about you	We process this information and make decisions about you when you ask us to, and in accordance with the College's policies relating to such requests.	Evision will delete factors affecting performance and alternative arrangement requests 1 year after you cease to be a registered student. 6 years after the end of the academic year you cease to be a registered student for other cases.	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 Processing is necessary for the performance of a task carried out in the public interest Processing is necessary for compliance with a legal obligation	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.	The University of Oxford	N/A	N/A	Public interest: processing is necessary for reasons of substantial public interest	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 master system i.e. SITS/Evision
STUD10	Information about your contractual terms and conditions, personal tutor, university card number, contact details and any carer responsibilities that you tell us about.	We obtain this data from you We generate this data about you	To deliver your course and can take account of your circumstances when we deliver it.	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 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 courses.	N/A	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Information held securely on password protected master system i.e. SITS/Evision

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STUD11	Records concerning nominations and decisions to confer prizes, scholarships and awards, where third party donors are not involved.	We obtain this data from you We generate this data about you	To decide who is to receive scholarships, awards or prizes.	Nomination and decision-making records will be retained for 6 years after the end of the academic year when you cease to be a registered student. A record of the award itself will be retained permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in making awards and awarding scholarships and prizes to students, and in fulfilling the wishes of its benefactors.	The University of Oxford	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 master system i.e. SITS/Evision.
STUD12	Records concerning nominations and decisions to confer prizes, bursaries, scholarships and awards from third party donors.	We obtain this data from you We generate this data about you We receive this information from third party donors	To decide, and record, who is to receive scholarships, bursaries, awards or prizes.	Nomination and decision-making records will be retained for 6 years after the end of the academic year when you cease to be a registered student. A record of the award itself will be retained permanently.	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, and its students, have a legitimate interest in holding information pertinent to the ongoing relationship and communications between them. Donors also have a legitimate interest in understanding the use(s) to which their contributions are put.	The University of Oxford and third party donors where we have your consent.	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 master system i.e. SITS/Evision.
STUD13	Records of any decisions that you tell us about regarding your course, such as options you wish to take, or if you decide to change or withdraw from your course, intermit or suspend your studies. Records of any decisions we make about your wishes, such as whether to allow you to take options, change your course or suspend your studies.	We obtain this data from you We generate this data about you	To consider and make decisions about your requests.	For 6 years after the end of the academic year you cease to be a registered student if you complete. Files for lapsed students may be held indefinitely to enable the possibility of reinstatement.	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 make decisions about students' requests in accordance with its regulations and procedures.	The University of Oxford	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 master system i.e. SITS/Evision.
STUD14	Research student records, including details of your supervisor, the supervision process, examiner, College advisor, thesis title, submission and viva details and outcomes, progress reports, records of meetings about your progress.	We generate this data about you We obtain this data from the University of Oxford	To monitor your progress and make decisions about it.	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	N/A	N/A	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Information held securely on password protected master system i.e. SITS/Evision.
STUD15	Pastoral care records (College provision of pastoral care to students), including details of interventions and advice.	We obtain this data from you We generate this data about you	To create advisees' records for future consultation in the event of complaints.	Six years after the end of the academic year you cease to be registered as a 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 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. Students 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 master system i.e. SITS/Evision
STUD16	Opinions and comments made by College Advisors' on your academic (and other) reports, and expressed during or in relation to College meetings (to the extent recorded).	We obtain this data from you We generate this data about you	As part of College records and minutes concerning teaching, management and administration.	Six years after the end of the academic year you cease to be registered as a student.	Processing is necessary for performance of our contract with you 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. In some circumstances processing will be necessary to comply with our employment, equality or other legal obligations, or in order to fulfil our contract with you.	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 master system i.e. SITS/Evision
STUD17	Records relating to degree ceremonies; attendees, catering requirements, names of your guests.	We obtain this data from you We generate this data about you	To provide and operate degree 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	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Emails stored in a password protected mailbox.

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STUD18	References we provide, including confirmation and visa letters for graduation ceremonies.	We obtain this data from you We generate this data about you	To provide a reference for you.	Copies of references will be kept for six years after the end of the academic year you cease to be registered as a student. An entry noting that a reference was provided will be retained on your permanent record.	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 students and the recipients of references, have a legitimate interest in providing and receiving references.	N/A	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Information held securely on password protected master system i.e. SITS/Evision.
STUD19	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.	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 the end of the academic year when 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 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 of this data is necessary to comply with employment law. 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 master system i.e. SITS/Evision. Paper records kept in a locked filing cabinet.
STUD20	Details of attendance at, and participation in, College administrative meetings (including Governing Body, sub-committees and working groups).	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.
STUD21	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.	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.
STUD22	Health and Safety records: accident reports and accident book.	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 students, staff, fellows and members of the public 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.
STUD23	Records of student helpers/invigilators, consisting of the name and contact details of the helper/host, records of the hours worked.	We obtain this data from you	To have records of those students who act as invigilators and can administer our exams	For 1 year after the end of the academic year in which the activity occurred.	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 current students acting as invigilators to help administer examinations.	The University of Oxford	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Emails stored in a password protected mailbox
STUD24	Details of your accommodation tenancy or licence agreement, including the duration of your occupancy, deposit payments you have made and decisions about accommodation applications and room allocation.	We obtain this data from you We generate this data about you	To provide you with accommodation.	10 years.	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 students, have a legitimate interest in the College providing accommodation and operating it efficiently and safely.	Starrez (Accommodation management software supplier) Letting agents who request tenant references.	N/A	N/A	N/A	N/A	Password protected software. Password protected Excel spreadsheets. Paper records kept in locked office.

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STUD25	Other records relating to your accommodation, for example your contact information, accommodation requests and preferences, booking forms, records of any family members or dependants who occupy the accommodation, records of overnight guests, records of your accommodation inventory and of the condition/cleanliness of your accommodation throughout your occupancy, signed licences.	We obtain this data from you We generate this data about you	To provide you with accommodation and related services and so that we have records for safety purposes of who is in College premises.	2 years after you vacate or longer if payments/refunds are outstanding.	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 students, have a legitimate interest in the College providing accommodation and operating it efficiently and safely.	Starrez (Accommodation management software supplier)	N/A	N/A	N/A	N/A	Password protected software. Password protected Excel spreadsheets. Paper records kept in locked office.
STUD26	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, details of any guarantee from parents or others, 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.	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. parents, sponsors, guarantors).	To determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.	For 6 years after the end of the academic year when you cease to be a registered student. Information pertaining to US Federal Loans will be kept 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 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. The College has a legitimate interest in being able to satisfy itself that students have appropriate arrangements in place to meet the costs of their course and living expenses.	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 master system i.e. SITS/Evision. US Federal Loans materials kept in locked filing cabinets in a locked office.
STUD27	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.	We obtain this data from you We generate this data about you We may receive decisions from third parties that provide financial support	To make decisions about financial support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.	For 6 years after the end of the academic year when 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 Processing is necessary for performance of a task in the public interest	The College has a legitimate interest in receiving, considering and making decisions about financial support in the interests of its students.	The University of Oxford and third party donors	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 master system i.e. SITS/Evision
STUD28	Bank Account Records: names, contact information, university card numbers, and bank details.	We obtain this data from you	To enable students 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 the student has no outstanding debts owed to the College or the University.	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 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.
STUD29	Financial information including your contact information and details of invoicing and payment (including payment information such as credit card or banking payment information) of "battels", namely: College fees, accommodation, deposits, food and drink, laundry, use of sporting and other facilities as we have arranged with you.	We obtain this data from you We generate this data about you	To provide your course, accommodation and associated services.	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 after you cease to be a registered student at the College.	Processing is necessary for performance of our contract with you	N/A	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.
STUD30	We collect University Fees on behalf of the University; the University informs us what you owe so that we may do this. We transfer the fees to the University, which then updates the record of what you owe.	We generate this data about you We obtain this data from the University of Oxford	To collect fees due to the University on its behalf and account to it for such fees.	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 after you cease to be a registered student at the College.	Processing is necessary for the performance of your contract with 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 University has a legitimate interest in collecting fees due to it.	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.
STUD31	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.	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 performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract	N/A	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.

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STUD32	IT support records: names and contact details; dates, times and details of support requests; and steps taken for resolution of requests.	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 performance of our contract with you	N/A	N/A	N/A	N/A	N/A	N/A	The service management software, Spiceworks, is password protected and accessible only by IT staff
STUD33	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.	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 Processing is necessary for performance of our contract with you	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 students 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
STUD34	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).	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 students 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 Processing is necessary for performance of our contract with you	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 under its contracts with students 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
STUD35	Names, contact information, university card numbers, book records and overdue book records.	We obtain this data from the University of Oxford	To operate college library facilities	GTC students: End of relationship + 18 months Medical elective (visiting) students: End of relationship	Processing is necessary for performance of our contract with you 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.
STUD36	Book donor records (including names and details of book donated).	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.
STUD37	CCTV recordings and still images taken from recordings, records of who has accessed the CCTV images and recordings and the reason for accessing them.	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 students, 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.
STUD38	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.	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
STUD39	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.	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.

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STUD40	Punt booking records consisting of the date and time of booking and the name of the person making the booking.	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.
STUD41	Pigeon hole management records, consisting of the names of pigeon hole holders.	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.
STUD42	Vehicle records including car/cycling parking request forms with names and registration numbers, copies of V5 certificates and lease agreements.	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 students 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.
STUD43	Meal bookings and attendance.	We obtain this data from you	To provide catering at events for students.	At the end of the academic year in which the event took place.	Processing is necessary for performance of our contract with you	N/A	N/A	N/A	N/A	N/A	N/A	Files on an access controlled network drive. Emails stored in a password protected mailbox
STUD44	Mailing lists informing you about events and other information about the College and University.	We generate this data about you	To keep you informed of events and news while you're a student at 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 students 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.
STUD45	Records of College cultural life: Matriculation photographs, photographs and written records of teams, clubs and societies, plays and musical performances, of your participation at events and sporting fixtures.	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 students, 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.
STUD46	Opinions and comments made by you on College events, as expressed in communications with the College (to the extent recorded).	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.
STUD47	Correspondence with you.	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 and the majority will be deleted within 6 years of receipt. However, where the content of communications continues to inform college activity, copies may be kept longer.	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 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	Emails stored in password protected mailboxes.
STUD48	Records relating to student balls including names and contact details of organisers and contractors.	We obtain this data from you	To adhere to Oxford City Council's Environmental Health Code of Practice	3 years.	Processing is necessary for compliance with a legal obligation	The College has a legal obligation to provide information to the City Council's Environmental Health Team under the conditions of its Premises Licence.	Oxford City Council	N/A	N/A	N/A	N/A	Access controlled network drive.

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STUD49	Data listed in this table that we hold after the end of your contract with us, including data that we hold permanently for archiving and research purposes.		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.	See periods listed elsewhere in this table.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	<p>The College has a legitimate interest in being able to provide references to its students and former students, and in being able to provide information to regulators, and/or defend or make legal claims.</p> <p>The College also has a legitimate interest in maintaining an archive of its activities as part of a long established university with a strong identity, history and research tradition, and in maintaining such records for future research.</p>	N/A	N/A	N/A	<p>Processing is necessary for the establishment, exercise or defence of legal claims.</p> <p>Processing is necessary for archiving in the public interest, and/or for historical research purposes.</p>	<p>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.</p> <p>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.</p>	<p>Files on an access controlled network drive.</p> <p>Hard copies kept in a locked archive.</p>