

## Data Sharing Table: How your data may be shared

ID.	Whose data?	Who we share your data with	Data recipient location	What do we send and why do we send it?	Is the recipient outside of the EU?	Basis/safeguards/derogations for transfer outside the EU
1	Students	University of Oxford	UK	<p>Admissions data (including student applications and qualifications), examination results, payments of fees and collection of debts. We also provide information about financial support you receive. We also inform the University 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.</p> <p>Your data is shared to allow the University and Colleges to work together in providing admissions decisions, making decisions about your course and in administering examinations, assessments and collect fees, and to avoid duplication of effort in areas where the University and Colleges have a common interest. Information about financial support is provided to allow the University to complete its data return to the Higher Education Statistics Agency, which is a regulatory requirement on the University.</p> <p>We also share data with the University to enable it to comply with its duties as a tier 4 sponsor, for example to verify student attendance in accordance with UKVI requirements.</p> <p>With your consent, we may also transfer data concerning your health, disabilities or welfare if it is appropriate to make a request to the University (for example to make a reasonable adjustment).</p>	No	
2	Students	Sponsors	UK and overseas	<p>The College will share information with your sponsor(s) in accordance with the terms of relevant contract(s)/agreement with you and your sponsor. This data is likely to relate to attendance and academic progress. This may include international transfer of data where the sponsor is based overseas. Sponsors can be employers, parents or other third parties.</p>	Yes No	<p>Necessary for performance of contract in data subject's interests Transfer within the EU</p>

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3	Students	Loan and financial support providers (including the Student Loans Company)	UK and overseas	<p>We share information relating to the payment of student fees with educational loan providers, such as the Student Loans Company, where this is required under the terms of the funding arrangement, or otherwise at your request. This is for the purposes of confirming your identity, enrolment and attendance. We may also be required to share information relating to intermission or illness in order to facilitate financial support. Your data is shared to facilitate payment of tuition fee and maintenance loans and the provision of other financial support including bursaries.</p> <p>Where you are a recipient of funding originating from overseas bodies, we may be requested or required to provide information to those bodies in relation to you.</p>	Yes No	<p>Adequacy decision Explicit consent Necessary for performance of contract in data subject's interests Safeguards under Art 49(1) second sub paragraph Transfer within the EU</p>
4	Students	GP Practices	UK	We share basic information with GP practices, on your request, to ensure that you are registered with a local GP during your time at Oxford.	No	
5	Students Staff	Electoral Registration Officer	UK	We share data relating to students, and staff living in college-owned accommodation, such as your name, address and nationality, to enable the ERO to contact you regarding eligibility to vote in general, local and European elections.	No	
6	Students	Conference of Colleges and the Conference of Colleges Appeal Tribunal	UK	If you lodge an appeal with the Conference of Colleges Appeal Tribunal, we will share your data with the Conference of Colleges and the Tribunal (which is administered by the Conference of Colleges). The data we share will be necessary for the appeal process and pursuant to the Tribunal's published procedure.	No	
7	Students Staff Fellows	Insurance providers	UK	<p>Any transfers to recipients of this type will only take place provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data.</p> <p>The College may share your data with insurance providers in order to provide you with insurance, make claims, simplify the claims process and reduce excesses.</p>	No	
8	Students Staff	Disclosure and Barring Service (DBS)	UK	In order to apply for a DBS check, if you are engaged in an activity which involves contact with children or vulnerable adults or where the College considers a criminal records check is required. You will be notified in advance of any requirement to carry out a DBS check.	No	
9	Students Staff	Third party software suppliers	UK and overseas	<p>Any transfers to recipients of this type will only take place provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data.</p> <p>The College may share your data with third party software providers in order to provide access to IT systems and services such as the accommodation booking system.</p>	Yes No	<p>Adequacy decision Necessary for performance of contract in data subject's interests Transfer within the EU</p>

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10	Students Staff Anyone else we have dealings with	UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of tax or duty, safeguarding, or national security.	UK	We may share your data with government departments, crime prevention and law enforcement agencies when required or considered appropriate in the circumstances and with the proper consideration of your rights and freedoms. Organisations we may share your data with include the Police and UK Visas and Immigration.	No	
11	Students Staff Fellows, Common Room Members and Research Associates	Relatives, guardians, or representatives of the data subject	UK and overseas	We may wish to contact your next of kin, guardians or emergency contact in cases of emergency. Decisions to contact these individuals will be made in consideration of your rights and freedoms.	Yes No	Adequacy decision Explicit consent Transfer for data subject's vital interests Transfer within the EU
12	Students Staff Fellows, Common Room Members and Research Associates	Next of kin	UK and overseas	Should a situation arise where it would be appropriate, in our reasonable opinion, to use the next of kin details that you have provided to us, we will disclose to your next of kin such of your personal data as is warranted by the situation.	Yes No	Adequacy decision Explicit consent Safeguards under Art 49(1) second sub paragraph Transfer within the EU
13	Students Staff Fellows, Common Room Members and Research Associates	Potential employers or education providers	UK and overseas	We will only send your data to employers or education providers that you have approached. We share your data for the purposes of confirming your qualifications and/or employment history with us and providing references.  Depending on where you have applied, these recipients may be outside of the EU.	Yes No	Explicit consent Transfer within the EU
14	Students Staff Fellows, Common Room Members and Research Associates Anyone else we have dealing with	Health and Safety Executive	UK	Details on relevant accidents, incidents and near misses need to be reported to the HSE to comply with H&S law. This may include personal contact details so that relevant parties can be contacted by the HSE.	No	
15	Students Staff Fellows, Common Room Members and Research Associates Anyone else we have dealings with	Legal advisers	UK	If circumstances require it, we may share your data with our legal advisers for the purposes of obtaining privileged and confidential legal advice relating to the College's relationship with you.	No	
16	Students Staff Fellows, Common Room Members and Research Associates Anyone else we have dealings with	Bodies with responsibility for the regulation and resolution of issues within the higher education sector, including the Office of the Independent Adjudicator and the Office for Students	UK	To comply with regulatory requirements	No	
17	Students Staff Fellows, Common Room Members and Research Associates Anyone else we have dealings with	Emergency, medical and similar services personnel	UK	Where necessary to protect your vital interests, or those of another person, we may disclose your personal data to appropriate third parties.	No	Transfer for data subject's vital interests

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18	Students Staff Fellows, Common Room Members and Research Associates Alumni Donors Anyone else we have dealings with	Auditors	UK	If auditors wish to inspect College records, this may require them to have access to your data for the purpose of conducting their audit. Any audit will be conducted pursuant to an agreement with the College which includes provisions to protect your data from misuse.	No	
19	Students Alumni Donors Anyone else we have dealings with	Third party suppliers providing alumni and fundraising related services	UK	Any transfers to recipients of this type will only take place provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data.  The College may share alumni or supporter information with data processors to provide alumni relations services and fundraising services. This may include printers and mail houses for fundraising communications, third party software providers, and fundraising consultants.	No	
20	Staff	Mortgage providers and letting agencies	UK	Where you have applied for a mortgage or at the start of a new tenancy, we may release information to relevant organisations on your request to verify your employment and salary.	No	
21	Staff	Occupational health providers	UK	Where an occupational health referral is made we will share your contact details with the provider, as well as appropriate details to enable the provider to conduct its assessment.	No	
22	Staff, spouses, civil partners, dependents and other beneficiaries of staff	Universities Superannuation Scheme (USS) or other pension provider	UK	We will share the data necessary for pension payments to your pension fund or provider. This may include details of:  (a) death in service benefit nominations;  (b) health information about you (as a result of incapacity retirement benefit);  (c) information about your spousal or other relationships which might identify your sexuality;  (d) absence information, which might allow the reverse engineering of trade union affiliation in the case of strike absences.  We will only process such data when it is necessary for carrying out obligations and exercising specific rights of either you as a member of the pension scheme, or of the College, in the fields of employment, social security or social protection law.	No	
23	Staff Fellows	Home Office, UK Visas and Immigration	UK	We may be required to share your data with the Home Office or the UK Visas and Immigration agency as part of our obligations as a visa sponsor for any overseas staff.	No	

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24	Staff Donors	HM Revenue & Customs	UK	Employee identification and payroll information relating to the payment of National Insurance and Income Tax will be shared with HMRC in line with our obligations as an employer.  Gift aid information provided by donors will be shared to enable gift aid to be claimed.	No	
25	Alumni Donors Supporters	University of Oxford and other Colleges and Permanent Private Halls of the University	UK	We share the data we hold on you via the Development and Alumni Relations System (DARS) to improve our mutual understanding of the multiple relationships you have across the collegiate University. We believe this understanding is crucial for us to be able to provide you with the best possible experience we can.	No	
26	Students	Maintenance contractors	UK	We may share data relating to students living in college-owned accommodation, such as your name, room/flat number and email address, to enable maintenance contractors to carry out repairs as required.	No	
27	Students Staff Fellows, Common Room Members and Research Associates	Fellows	UK and overseas	When you book a place at a dinner, your name (and the name of any guest you have) will be visible on the meal booking system. Fellows that are booking a place at the same dinner will see this data.	Yes No	Explicit consent Transfer within the EU

Version Control		
Version	Date	Notes
v.1.0	25.5.2018	
v.2.0	15.10.2020	Items 7 (Insurance providers) and 14 (Public Health England) added
v.3.0	13.07.2022	Item 27 (Maintenance contractors) added
v.4.0	13.4.2023	Item 27 (Dinner attendees) added and item 14 (Public Health England) removed. Sequence renumbered.
v.4.1	12.1.2024	Item 27 amended.