This privacy notice applies to applicants and prospective students

This is one of several Privacy Notices published by Keble College, all of which are available [here](#), along with more information about what the notices explain, personal data, your rights and who you can contact about your data.

You should note that:

1. A separate notice applies to users of our website, which explains how we monitor usage of our website. You can find that notice [here](#).
2. After applicants accept an offer to study with Keble College, and/or they enrol as a student with Keble College, a further notice applies. You can find that notice [here](#).
3. For school students and pupils attending “outreach” events that we or the University organise aimed at encouraging participation in higher education, a separate notice is available [here](#).

Data that you provide to us and the possible consequences of you not providing it

If you do not provide us with information that we ask for:

If you are a prospective student wanting to attend an open day, it may mean that you cannot attend the open day, depending on the type of information we requested.

If you are an applicant wanting to study with us, it may mean that we reject your application, depending on the type of information we requested.

Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Your school or previous educational establishments or employers if they provide references to us;
- Your family members, guardians, friends, and other contacts who may provide us with information about you if and when they contact us, or vice versa.
Details of our processing activities, including our lawful basis for processing

We have prepared a detailed table setting out the processing activities that we undertake, the source of the data, the reasons why we process it, how long we keep it and the lawful basis we rely on.

The table includes detailed information about how and why we process various categories of data, and the related lawful basis including if you are an applicant:

- For the purpose of administering your application, we will process various information on the lawful basis that we have a legitimate interest in receiving, considering and administering applications from prospective students including:
  - details of which courses you are applying for,
  - your application, including your contact details, personal statement, predicted grades and education history
  - any written work or tests you submit, and our assessment of that work or tests.

- The information we process for these purposes also includes information that we take into account when deciding who to invite for an admissions interview. We may take into account “contextual” data such relating to information we can access about your school and postcode, and whether you have been in the care system. Further information about this process is contained here.

- Further, to comply with a legal obligation, namely Keble College’s obligation to ensure, so far as is reasonably practicable, that its staff, students and visitors are not exposed to health and safety risks, we will also process details of any relevant criminal convictions, allegations or charges that we ask you to declare to us when you apply to us, and of any Disclosure and Barring Service checks that we request. Relevant criminal convictions or charges are those that indicate an applicant or student might pose an unacceptable risk to other students or staff.

More information is available for undergraduate admissions at:
https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/criminal-convictions?wssl=1

And for graduate admissions at:
Processing of criminal convictions and allegations are subject to further controls, as explained above. In this case, the processing is permitted as it is necessary for the exercise of a protective function (the protection of anyone on Keble College’s premises), which must be carried out without your consent so as not to prejudice the exercise of that function, and such processing is necessary for reasons of substantial public interest. The processing may also be necessary for the prevention or detection of unlawful acts. (Once the information has been provided to us, this processing must be carried out without your consent, as the law prohibits us from requiring your consent as a condition of performing a contract with you).

- Bank and other payment details, where we need to reimburse you, or where you provide such details to us when making a payment. We both have a legitimate interest in processing such data for this purpose.

How we share your data

We will not sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law. This includes for example:

- where we are required to report information about students that are subject to visa controls to UK Visas and Immigration;
- where we are required to report information to the University of Oxford in order for it to fulfil its obligations to report information to the Higher Education Statistics Agency or its successor body in order to comply with regulatory obligations;
- where we decide to report alleged criminal misconduct to the police;

It also includes disclosures where the third party is an agent or service provider appointed by the College to enable us to operate effectively, provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data. All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our third party providers to use your personal data for their own purposes.

More information on the categories of recipients of your data is set out in a table here.

Sharing your data outside the European Union

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The law provides various further safeguards where data is transferred outside of the EU.

In the case of applicants, when you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for the implementation of pre-contractual measures, or for the performance of your contract with us.

Otherwise,

We may transfer your data outside the European Union, but only for the purposes referred to in this notice and provided either:

- There is a decision of the European Commission that the level of protection of personal data in the recipient country is adequate; or
- Appropriate safeguards are in place to ensure that your data is treated in accordance with UK data protection law, for example through the use of standard contractual clauses; or
- There is an applicable derogation in law which permits the transfer in the absence of an adequacy decision or an appropriate safeguard.

Automated decision-making

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

How long we keep your data

The detailed table of processing activities explains how long we will keep your data.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

Keble College’s Contact Details

If you need to contact us about your data, please contact: The Senior Tutor, Keble College, Parks Road, Oxford, OX1 3PG. Tel 01865 272733 Email senior.tutor@keble.ox.ac.uk

The College has a Data Protection Officer, whose contact details are:
Keble College Privacy Notice
Applicants and prospective students
Version control: V.1.2 (July 2018)

The Data Protection Officer
Keble College
Oxford
OX1 3PG

Email: data.protection@keble.ox.ac.uk

Future changes to this privacy notice, and previous versions

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes, or to make Keble College’s or the University’s operations and procedures more efficient. If the change is material, we will give you not less than two months’ notice of the change so that you can decide whether to exercise your rights, if appropriate, before the change comes into effect. We will notify you of the change by email.

You can access past versions of our privacy notices at https://www.keble.ox.ac.uk/data-protection/

Version control: V.1.2 (July 2018)