

Keble College GDPR ROPA - Library and Archives - v1.4 (July 2020)

| 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)  | Special category grounds   | Special category- details of public interest etc (where appropriate)  | Criminal Conviction Grounds | Criminal conviction grounds (further information) |
|--|--|---|---|---|--|--|---|-----------------------------|---|
| <p>Names, contact information, the dates and nature of inquiries relating to visitors, enquirers, researchers to our archives and special collections.</p> <p>Records include the contact details of applicants for access to College archives and special collections, records of applications including the reasons for the application, the nature and details of the records requested and the access granted.</p> <p>Records may include disability information if this is relevant to accessibility of the archive. It may also includes information about the reasons for the researcher's interest, which may refer for example to their religion or belief.</p> | <p>We obtain this data from you</p> <p>We generate this data about you</p> | <p>To maintain a record of how our archives and special collections have been used and who has previously used them, so that we can monitor the use and integrity of our collections and plan cataloguing projects to target heavily used parts of our collection.</p> <p>Enquiries frequently cover common areas of interest, and similar enquiries occur frequently. Therefore, it is often necessary to refer to correspondence with previous enquirers to avoid duplication of work.</p> <p>This information is also retained for the security of the collections. Theft - in order to provide evidence in the case of theft, it is necessary to keep records of material consulted on a permanent basis. Misplacement - it is necessary to keep a permanent record of items consulted when trying to determine the location of misplaced items in the collections.</p> | <p>Permanently, except for disability information provided to us solely for accessibility purposes, which will be retained for 12 months after your last contact with us.</p> | <p>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> | <p>The College has a legitimate interest in maintaining the integrity of its archives and special collections, to ensure they are kept securely and are available as a resource for researchers and others with a legitimate interest in reviewing the archives.</p> | <p>Processing is necessary for compliance with equality law (Substantial public interest under the UK Data Protection Act)</p> | <p>In the case of processing disability data relevant for access requirements, 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.</p> <p>Such processing must be carried out without consent so as not to prejudice those purposes.</p> <p>In the case of other special category data, the processing is necessary for archiving and/or scientific or historical research purposes, and is in the public interest.</p> |                             |   |

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| The archives retain records of College cultural life: photographs, pictures, written records, trophies, other memorabilia and ephemera of college members, the college chapel (including a skeleton record of ceremonies is held by the College (details of main participants, type of event, dates and times)), teams, choirs, clubs and societies, alumni societies, plays and performances, of participation in events and sporting fixtures and of the outcomes. This may include governance documents of relevant committees (including the JCR, MCR, and SCR), minute books and written correspondence relating to these matters. | We obtain this data from you<br>We generate this data about you<br>We obtain this data from other third parties e.g. student societies. | 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 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.   | Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act | 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.<br><br>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. | The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018 | Where it processes such 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. |
| Conservation information relating to items in the College archives and special collections, including the identity of who carried out the conservation and of the item on which the conservation  | We obtain this data from you<br>We generate this data about you<br>Third party  | To maintain a record of conservation measures applied to items in our archives and special collections to help with future conservation.   | 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 records of conservation measures which will assist future conservators to make decisions about the appropriate |   |  |  |   |

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| measures were performed.   |  |   |                            |   | conservation techniques to use.  |   |  |  |   |
| Personal papers and collections donated to the College archives. These may consist of correspondence and documents relating to and/or referring to the donor or third parties. | We obtain this data from you<br>We may receive this from third parties (e.g. donors) | As part of the College archive we accept and maintain papers and collections of significance to the College or which are otherwise of importance as an 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 receiving collections and papers for its archive, and donors have a legitimate interest in giving such collections and papers to the College. | Processing is necessary for archiving purposes in the public interest and for research purposes as permitted under the UK Data Protection Act | 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.<br><br>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. | The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018 | Where it processes 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. |

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| <p>Records of the acquisition of items in the archives, special collections, library, and donation of items to the College more generally (including chattels), including loans to and from.</p> <p>The data includes who the item(s) was received from/sent to, their contact information, and the date of receipt.</p> <p>Catalogues, indexes and lists of items in the archive include the same information.</p> <p>With their consent, donor's names are recorded in bookplates in the items they have donated to the library. With their consent, donor's names are recorded in a list published annually in The Record.</p> | <p>We obtain this data from you.</p> <p>We generate this data about you.</p> | <p>To maintain a record of the content of our archives, special collections, library and artefacts and how they were acquired, as a record in its own right and in case enquiries are subsequently made about the item itself (for example, about ownership of the item).</p> | <p>Permanently.</p>        | <p>Processing is necessary for the performance of a task carried out in the public interest</p> <p>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> | <p>The College has a legitimate interest in recording, indexing and cataloguing its acquisitions.</p>   |                          |  |                             |   |
| <p>Archives of reunions, commemorative events, exhibitions, academic conferences, seminars and lectures hosted and/or organised by the College, consisting of the names of attendees, agenda/programmes, papers and speeches delivered.</p> <p>These records may include photographs,</p>   | <p>We obtain this data from you.</p>   | <p>To maintain an historic record of events, conferences and seminars taking place within College life and to support historical research.</p>  | <p>Permanently.</p>        | <p>Processing is necessary for compliance with a legal obligation.</p> <p>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>                          | <p>The College has a legitimate interest in archiving past events, exhibitions, conferences, seminars and lectures that it hosted and/or organised.</p> |                          |  |                             |   |

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| correspondence, and the personal data of attendees and organisers.   |   |  |                            |   |  |   |   |   |   |
| <p>The archives hold student files including dates of attendance, course of study and outcome of their studies, results of College examinations ("collections"), University examinations, College and University assessments, awards, scholarships and prizes conferred, applications (e.g. UCAS forms and references), academic and disciplinary records.</p> <p>Student files are weeded upon receipt into the Archives, at the archivist's discretion, to remove, wherever possible, those records that are not directly pertinent to the academic record, especially those containing sensitive personal data. However, it may be impossible to remove all such information. Therefore, these files may include information about a former student's personal life including their health, family circumstances, ethnicity, sexuality,</p> | <p>We generate this data about you;</p> <p>We obtain this data from the University of Oxford.</p> | <p>So that we have a record of student results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance.</p> <p>To maintain the College archive of its former students and to historically document the College's teaching function, and for the purposes of future historical research.</p> | Permanently.               | <p>Processing is necessary for performance of our contract with you;</p> <p>Processing is necessary for the performance of a task carried out in the public interest;</p> <p>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> | <p>The College has a legitimate interest in maintaining an archive of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.</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>The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018</p> | <p>Where it processes such data, 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> |

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| political opinions, religious or philosophical beliefs, criminal convictions or allegations, gender, background, family circumstances and/or financial circumstances.   |  |  |                            |   |  |  |   |  |  |
| <p>The archives hold employee records for academic staff consisting of documents such as the employee's name, role(s), dates of employment, contract, staff photograph(s), final letter documenting termination of employment, job descriptions, and records documenting services to the College, long-service awards, special testimonials, records documenting exposure to hazardous substances or records of historical interest.</p> <p>Every effort will be made to weed out and destroy, after the stipulated period, those records that are not directly pertinent to the employment record, especially those containing sensitive personal data. This includes all papers relating to disciplinary matters or grievances, except in circumstances</p> | <p>We obtain this data from you</p> <p>We generate this data about you</p> | To maintain historic records of College employees for the archive, and in case we are approached for references. | 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 | <p>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.</p> <p>The College, its former employees and other parties have a legitimate interest in the College being able to provide references for former staff.</p> | Processing is necessary for archiving in the public interest, and/or for historical research purposes. | <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> | The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018 | Where it processes such data, 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. |



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| considered to be in the legitimate interest of the college to retain them.   |   |   |                            |  |  |   |   |   |   |
| <p>The archives hold employee records for non-academic staff consisting of documents such as the employee's name, role(s), dates of employment, contract, staff photograph(s), final letter documenting termination of employment, job descriptions, and records documenting services to the College, long-service awards, special testimonials, records documenting exposure to hazardous substances or records of historical interest.</p> <p>Every effort will be made to weed out and destroy, after the stipulated period, those records that are not directly pertinent to the employment record, especially those containing sensitive personal data. This includes all papers relating to disciplinary matters or grievances, except in circumstances considered to be in the legitimate interest of the college to retain them.</p> | <p>We obtain this data from you<br/>We generate this data about you</p> | <p>To maintain historic records of College employees for the archive, and in case we are approached for references.</p> | <p>Permanently.</p>        | <p>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> | <p>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.</p> <p>The College, its former employees and other parties have a legitimate interest in the College being able to provide references for former staff.</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>The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018</p> | <p>Where it processes such data, 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> |

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| The archives hold governing body and other committee agendas, minutes and related correspondence. These may include personal data of the meeting attendees, correspondents and of individuals referred to in the documents. | We obtain this data from you<br>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 as permitted under the UK Data Protection Act | 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.<br><br>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. | The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018 | Where it processes such data, 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. |
| The archives hold financial records and legal records relating to College assets, the College estate, and day-to-day functions of the College. These include title documents, transfers, leases and contracts               | We obtain this data from you<br>We generate this data about you | To maintain a historic record of College finances and assets. | 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                              |   |  |  |  |



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| which include the names of parties, signatories and witnesses. These documents may also include the personal data of individuals involved in managing the College assets and estate.   |   |  |  |  | records for future research.   |                          |   |                             |   |
| The archives hold records relating to College buildings, including architectural records and maintenance records. These may include the personal data of those involved in construction and maintenance of College buildings.                                    | We obtain this data from you<br>We generate this data about you | To maintain a historic record of College architecture, and to assist future conservation of College buildings. | Permanently.<br><br>Records pertaining to minor maintenance works may be disposed of 6 years after completion of the work. | Processing is necessary for the performance of a task carried out in the public interest;<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 maintaining its historic buildings. The College also has a legitimate interest in entering contracts, leases and transfers of land, and in retaining records and title documents to assist with the management of its properties. It also 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. |                          |   |                             |   |
| The archives hold governance documents: College statutes and documents relating to their interpretation, including Privy Council documents and correspondence, decisions and documents relating to the College Visitor, Royal Commissions and related documents. | We obtain this data from you<br>We generate this data about you | To maintain a historic record of governance documents relating to 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 maintaining a record of its governance documents for future reference.  |                          |   |                             |   |

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| These records may include the personal data of those named in the documents, including correspondents.  |  |   |   |   |   |   |  |  |  |
| Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements. | We generate this data about you.<br><br>We obtain this data from you.<br><br>We obtain this data from third parties e.g. legal advisors. | So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.  | These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be retained for a longer period (e.g. in connection with legal advice, or in relation to auditing obligations). | Processing is necessary for compliance with a legal obligation  |   | Substantial public interest under the UK Data Protection Act 2018 | Where it processes special category data for these purposes, the College is complying with its obligations under legislation, the processing is typically necessary for the purposes of prevention or detection of an unlawful act, or the exercise of a function conferred by law. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations. | The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018 | Where it processes special category data for these purposes, the College is complying with its obligations under legislation, the processing is typically necessary for the purposes of prevention or detection of an unlawful act, or the exercise of a function conferred by law. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations. |
| Records generated to document the use of images supplied by the College archives and special collections to external requestors.<br><br>Personal data held includes the names, contact details, dates, images requested, proposed use of images, and fees payable.  | We generate this data about you.<br><br>We obtain this data from you.  | To maintain a record of the agreement in place between the requestor and the College library and archives.<br><br>To maintain a record of how our images have been used and who has previously used them, as part of the historical record pertaining to the image. | Permanently   | 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 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. |   |  |  |  |

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| Names, contact details, and borrowing and fines history for Keble Library users on the Aleph Library Management System.  | We obtain this information from a third party (the Bodleian Libraries) | To manage the use of the collections, and to ensure that items borrowed are returned in a timely manner or replaced when lost, so that the integrity of the collections is maintained.                                    | Information from expired local accounts is deleted by the Bodleian (at our request) one year after you cease to be a member of 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 maintaining the integrity of its Library and managing its collections.      |                          |  |                             |   |
| Names, contact information, and dates of use of individuals (both members of College and external visitors) who are issued with Library Master Cards.<br><br>Records include the contact details of applicants for cards, records of applications including the reasons for the application, and the access granted. | We obtain this data from you<br>We generate this data about you        | To maintain a record of who has been granted access to the Library by means of a Master Card and for what reason.<br><br>This information is also retained for the security of the Library and its users and collections. | 12 months after the card is returned   | 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 the Library and its users and collections.      |                          |  |                             |   |
| Records of financial donations to the library, including financial documents, spending records and correspondence.   | We generate this data about you;<br>We obtain this data from you       | To recognise and record the contribution made by individuals to the College.<br>To manage the financial administration of the library   | We retain details of such 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  | We, and you, have a legitimate interest in recording and recognising the contributions you have made to the College. |                          |  |                             |   |
| Data relating to projects managed by the library and archives. This may include correspondence with other members of College staff and external suppliers.   | We generate this data about you;<br>We obtain this data from you       | In order to manage projects undertaken by the library and archives  | This data will be retained for 5 years following the end of the project, at which point it will be reviewed, and may be transferred to the archives 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. |  |                          |  |                             |   |

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|--|---|--|---|---|---|--------------------------|--|-----------------------------|---|
| Data pertaining to book requests, which may include names and subjects studied.  | We generate this data about you;<br>We obtain this data from you  | In order to ensure that the library is meeting the academic requirements of students and staff   | This data will be retained for 6 years following the end of the current academic 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.<br><br>Processing is necessary for performance of our contract with you  | The College has a legitimate interest in reviewing the library's expenditure on books, and ensuring its service meets user needs. |                          |  |                             |   |
| Records relating to line management of library fines, such as overdue warning emails sent to students, fines reports, and financial penalties relating to overdue and replacement books. Personal data includes names, Bodleian card ID numbers, and books borrowed. | We obtain this information from a third party (the Bodleian Libraries)<br>We generate this data about you | To manage the use of the collections, and to ensure that items borrowed are returned in a timely manner or replaced when lost, so that the integrity of the collections is maintained. | This data is retained for 6 years following the end of the current financial 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 maintaining the integrity of its Library and managing its collections.                   |                          |  |                             |   |
| Valuations of archives and special collections, which may include the names and contact details of appraisers  | We obtain this data from you;   | As part of the College's insurance protection for its historical holdings  | Permanently   | 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 protection rights and freedoms. | The College has a legitimate interest in maintaining records pertaining to its historical holdings throughout their ownership     |                          |  |                             |   |

Keble College GDPR ROPA - Library and Archives - v1.4 (July 2020)

| 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)   | Special category grounds | Special category-details of public interest etc (where appropriate) | Criminal Conviction Grounds | Criminal conviction grounds (further information) |
|---|---|--|--|---|---|--------------------------|---|-----------------------------|---|
| Records of the deaccessioning and disposal of items in the archives.<br><br>The data may include the name and contact details of the original donor and correspondence with them.<br><br>Catalogues, indexes and lists of items in the archives may include the same information. | We obtain this data from you.<br>We generate this data about you. | To maintain a record of the contents of our archives, and to maintain a record of the rare disposal decisions. | Permanently.   | Processing is necessary for the performance of a task carried out in the public interest<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 maintaining a record of its archive collections and disposal decisions.  |                          |   |                             |   |
| Names and job titles of staff transferring records to the corporate records centre  | We obtain this data from you.<br>We generate this data about you. | To maintain a record of the records management activities 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 maintaining clear record of the records managed in the College records centre, including originating staff and departments   |                          |   |                             |   |
| Names and job titles of staff transferring records to the corporate records centre, and those giving permission to dispose of records in line with the retention schedule   | We obtain this data from you.<br>We generate this data about you. | To maintain a record of the records management activities 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 maintaining clear record of the records managed in the College records centre, including originating staff and departments, and of maintaining a clear record of authorisation for disposals |                          |   |                             |   |
| Names and job titles of staff requesting record retrievals from the corporate records   | We obtain this data from you.<br>We generate this data about you. | To maintain a record of the records management activities of the College                                       | These records will be retained for 10 years after the end of the current academic 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 maintaining clear record of the records managed in the College records centre, and maintaining a record of access  |                          |   |                             |   |

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| 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) | Special category grounds | Special category- details of public interest etc (where appropriate) | Criminal Conviction Grounds | Criminal conviction grounds (further information) |
|---|--|--|--|---|---|--------------------------|--|-----------------------------|---|
| Lists of new members of College (therefore authorised to use the library) | We obtain this data from you.<br>We generate this data about you | To input data in the relevant library database to enable your use of the College library                                       | These records will be held for 1 year after the end of the current academic 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<br><br>Processing is necessary for performance of our contract with you |   |                          |  |                             |   |
| Photographs and Email Addresses of Students                               | We obtain this data from you.<br>We generate this data about you | To allow the librarians to identify and confirm the identity of current students and to support College security arrangements. | These records will be held until they are superseded.                            | Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms   |   |                          |  |                             |   |