

Keble College GDPR ROPA - Staff and Senior Members - v1.8 (Nov 2021)

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)
Bank account, sort code, BACS ID, National Insurance number, salary details, payslips, bonus details, tax forms, tax codes and payments information.	We obtain this data from you We generate this data about you Third party	Processing is necessary for the operation of the College payroll and benefits system.	A core record of your PAYE and payroll data will be retained for 7 years from termination of your employment for the purposes of reporting to HMRC. Associated documentation will be kept for six years from end of the financial year to which the records relate.	Processing is necessary for performance of our contract with you					
Pension membership data including identification numbers, quotes and projections, terms, opt-in and opt-out notices, benefits and contributions.	Third party	In order to enable your enrolment in to your pension scheme and to make our contribution.	Most records relating to your pension will be retained for 75 years after the termination of your employment by the College, or 100 years from date of birth (whichever is longer). Opt-in notices and remittance advices will be kept for six years from end of the financial year to which the records relate. Records relating to the decision to opt-out of a pension scheme will be kept four years from end of the financial year to which the records relate.	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	We, and you, have a legitimate interest in being able to request this data from the pensions provider at your request, and discussing it with you, including any implications of adjustments.				

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Recruitment records: your personal contact details, application paperwork, evidence of qualifications, references, requests for special arrangements or waiver of eligibility criteria, and selection committee reports. (Not including criminal conviction data, if applicable).	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you	To enable us to consider whether to enter into a contract of employment with you. Certain parts of the record are also held as part of College compliance with immigration law, and/or entered into the College archive after 6 years.	<u>Unsuccessful</u> applicant data is erased after 12 months have passed, except: 1. to the extent that details are recorded in College administrative records, such as Governing Body paper and minutes, such documents are stored in the College archive permanently; 2. where the successful applicant is a Tier 2 or Tier 5 visa applicant, sponsored by the College, copies of the following recruitment records (for all shortlisted applicants in the relevant recruitment process) will be kept by the College for the time periods required under UK Visas and Immigration guidance. : (1) All applications shortlisted for final interview in the medium in which they were received (e.g. emails, application form, cv). (2) The names and total number of applicants short-listed for final interview (3) Notes from the final interviews conducted (4) Documented reasons why each	Processing is necessary in order to take steps at your request prior to entering a contract 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 has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			

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			<p>rejected EEA national who attended a final interview was not employed. Reasons must directly relate to the essential selection criteria for the post.</p> <p>Successful applicant data - material such as application forms, C.V.s and interview notes will be added to the core personnel file.</p>						
Passport, right to work and visa information.	<p>We obtain this data from the University of Oxford</p> <p>We obtain this data from you</p>	To enable us to assess your right to work in the United Kingdom and take steps to meet immigration requirements where necessary.	<p>These records are retained for 6 years after the termination of your employment.</p> <p>N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.</p>	<p>Processing is necessary in order to take steps at your request prior to entering a contract.</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>Processing is necessary for compliance with immigration and employment law.</p>	<p>Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws</p>			
Appointment records: criminal conviction and Disclosure and Barring Service information.	<p>We obtain this data from you</p> <p>Third party</p>	As part of the application process to assist us in making recruitment decisions.	For 6 months following your appointment to the relevant role. Information relating to criminal convictions collected in the course of the recruitment process will be deleted once the DBS check has yielded a satisfactory or unsatisfactory	<p>Processing is necessary in order to take steps at your request prior to entering a contract.</p> <p>Processing is necessary for compliance with a legal obligation.</p> <p>Processing is necessary for the</p>	<p>To the extent that a role will involve working with minors, processing is necessary for compliance with safeguarding law.</p>			The processing meets a condition in Parts 1-2 of Schedule 1 to the Data Protection Act 2018	<p>Processing is necessary for the purpose of performing or exercising obligations or rights imposed or conferred by law in connection with employment, in circumstances where the College has an appropriate policy document in place.</p>

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			result. DBS certificate information will be retained for 6 months from the date of your appointment.	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms					Processing is necessary for the protection of the public against dishonesty, unfitness or incompetence.
Recruitment records: equality monitoring data. This may consist of data concerning health, sexuality, ethnicity or religious beliefs.	We obtain this data from you	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept in perpetuity in an anonymised form for College records and monitoring purposes.	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 is necessary for compliance with equality law.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, sexuality, ethnicity or religious beliefs and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.		
Recruitment records: communications regarding our decisions (rejections, shortlists, interview invitations, offers)	We obtain this data from the University of Oxford We generate this data about you	To document the process under which applicants are considered for positions, and successful applicants are engaged as employees or office-holders at the College.	Recruitment records of successful applicants will be retained for 6 years from the date of the end of your contract of employment. Recruitment records for unsuccessful applicants will be destroyed 12 months from the date of completion of the recruitment process. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation	The College stores various records in compliance with immigration law requirements.				

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Appointment records: role details, negotiations, probation period and contract details.	We obtain this data from the University of Oxford We generate this data about you	To record the terms under which staff and office-holders are engaged by the College.	Appointment records will be retained for 6 years from the date of termination of your employment. This is in order to maintain complete and accurate records of your employment contract. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for performance of our contract with you					
Appointment records: Equality monitoring data	We obtain this data from you	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept permanently in an anonymised form for College records and monitoring purposes.	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 our obligations under equality law, employment law and laws specific to the higher education sector.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, sexuality, ethnicity or religious beliefs and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality. In relation to College archives, the College has a legitimate interest in holding a record of its equality information over time.		
Recruitment records: medical/health and disability information	We obtain this data from you	To enable us to make appropriate adjustments during the recruitment process	One year from the time a decision is made on the application.	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with equality law	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			

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Appointment records: medical/health and disability information	We obtain this data from you	To enable us to make reasonable adjustments on commencement of your employment by the College.	This information will be held for 6 years after the termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with equality law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			
Photographs (formal).	We generate this data about you	To enable visual identification of staff and office-holders for security purposes. To publish images (including publication on the college website) of staff and office-holders to enable identification by students, colleagues and third parties.	Permanently. This data will be held as part of the skeleton record of your employment for the purposes of College records and archives.	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 have a legitimate interest in ensuring the security of our premises and the exclusion of non-authorised individuals. We, your colleagues, students and others also have a legitimate interest in being able to identify you. In relation to College archives, the College has a legitimate interest in holding a visual record of employees and office-holders over time.				
Bank account, sort code, expense allowances and expense claims.	We obtain this data from you	To enable us to monitor expense claims made and make necessary payments.	Details of the financial administration of expense claims will be kept for six years from end of the financial year to which the records relate.	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	We have a legitimate interest in operating and ensuring appropriate use of the College expenses system.				

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Security records, including CCTV recordings and still images taken from recordings, records of who has accessed the CCTV images and recordings and the reason for accessing them; access control records and access logs .	We generate this data about you	To monitor the attendance of people on College premises, as part of the College's safety and security arrangements. We hold recordings of CCTV footage for a limited period for the purpose of providing safety and security on College property and to assist with the prevention and detection of crime or other unlawful activity, including misconduct as an employee or student. Where an incident is recorded we may need to capture images for the purposes of any investigation by the College or police.	Routine CCTV footage is retained for 30 days. CCTV footage used during an investigation into an internal incident, and associated correspondence, is retained for 6 years following the closure of the investigation. A log of access to CCTV footage is kept for 6 years. Access control and access logs are retained for six months.	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	We, and residents of the College, have a legitimate interest in restricting access to College property to authorised persons, maintaining a record of access and maintaining a record of incidents occurring on College property.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	The College also processes special category information in pursuit of a substantial public interest under the Data Protection Act 2018: exercising our functions and/or detecting or preventing unlawful acts under Health and Safety and similar legislation.	The processing is necessary in connection with legal proceedings (including prospective legal proceedings), obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018.	Where data is recorded concerning criminal offences/allegations relating to you.
Records pertaining to security and medical incidents	We generate this data about you	To monitor the attendance of people on College premises, as part of the College's safety and security arrangements.	Security incident reports and similar records are retained for 6 years after the current academic year. If incidents are mentioned during Governing Body meetings, the minutes will be retained in the College archive in perpetuity.	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	We, and residents of the College, have a legitimate interest in restricting access to College property to authorised persons, maintaining a record of access and maintaining a record of incidents occurring on College property.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	The College also processes special category information in pursuit of a substantial public interest under the Data Protection Act 2018: exercising our functions and/or detecting or preventing unlawful acts under Health and Safety and similar legislation.	The processing is necessary in connection with legal proceedings (including prospective legal proceedings), obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018.	Where data is recorded concerning criminal offences/allegations relating to you.

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Allocation of key fobs/access cards.	We generate this data about you	To enable you to access College facilities while maintaining the security of the College	This information will be retained for six years after termination of your employment.	Processing is necessary for performance of our contract with you					
Housing applications, information, decisions and arrangements: tenancy applications, related correspondence, tenancy agreements, rents, deposits and fee details.	We obtain this data from you We generate this data about you	For the management of College-owned housing used for employee and office-holder occupation.	Records relating to housing applications will be retained for 7 years from the date on which the tenancy ends [HMRC retention requirement].	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 compliance with a legal obligation	We are required by law to place deposits in certain deposit schemes, and hold appropriate records in relation to the same.				
Housing applications, information, decisions and arrangements: details of College-owned residential property occupants, including names, ages, disability details, nationality and immigration status data.	We obtain this data from you	For the proper management of College-owned housing used for employee and office-holder occupation.	These records will be retained for one year from the date on which the tenancy ends, or until superseded by a follow-up check [Home Office retention requirements].	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 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	We are required by law to confirm and hold appropriate records regarding the immigration status of tenants. We also have a legitimate interest in knowing who the occupants of College properties are.	Explicit consent - data provided by the applicant as part of the application process, necessary for legal compliance.			
Informal group photographs taken during the course of normal work activities.	We obtain this data from the University of Oxford We generate this data about you Third party	Photographic records of College life, including attendance at events and society memberships, are created on an ongoing basis. The College archives collect and store copies of such	Permanently. Such information may be transferred to College archives for purposes in the public interest, or for historical research	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 creating a historical archive recording College life.				

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		materials. Images are also used to advertise activities within the College, both internally and externally.	purposes as a record of College life.						
Photographs of individuals, or a group of such identifiable individuals, in a private setting, that appear in marketing and outreach materials.	We generate this data about you	To maintain a record of College life, including entry of materials into the College archive. Images are also used to advertise activities within the College, both internally and externally.	Permanently. Such information may be transferred to College archives for purposes in the public interest, or for historical research purposes as a record of College life.	You have given your consent to the processing for one or more specific purposes					
Other data relating to your occupational pension scheme, including: (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 obtain this data from you We generate this data about you	In order to be able to provide required information to your occupational pension scheme provider.	Most records relating to your pension will be retained for up to 6 years following the end of your employment. After that time, only a skeleton record will be held, setting out the name of the provider, the date the employee joined the pension scheme and (where applicable) the date of retirement. It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed	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	We, and you, have a legitimate interest in being able to provide this information to your occupational pension scheme provider, to enable the provider to operate the pension in accordance with the scheme and your and their respective rights and obligations.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			

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			there may instances of longer retention.						
Details of your attendance at, and participation in, College and University administrative meetings, including Governing Body, sub-committees and working groups.	We generate this data about you	As a formal record of matters relating to the administration and management of College business. Copies of the records are also provided to and stored by the College Archives.	In perpetuity.	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	To the extent that the business of the relevant bodies forms an integral part of the provision of University education or publicly-funded research carried out in the public interest, the processing is necessary for the performance of the College's public task. As regards other aspects of such records, we have a legitimate interest in compiling a record of administrative and managerial matters, including details of those involved, decisions made and outcomes. The College also has a legitimate interest in the addition of such records to the College archives.				

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Conflict of interest declarations	We obtain this data from you	To enable us to identify when your personal or family interests and/or loyalties conflict with those of the College.	These records will be kept for 6 years from the termination of employment. If declarations are mentioned during governing body sessions, the minutes will be retained in the College archive in perpetuity. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	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	We have a legitimate interest in understanding when your interests may conflict with those of the College, and when you will be unable to contribute to College management and/or decisions. In certain circumstances we may also have a legal obligation to process this data.				
Next of kin/emergency contact data	We obtain this data from you	To enable us to contact appropriate individuals in the event that you are injured, become unwell, or there other relevant cause for concern regarding your well-being.	These records are retained for 6 years after the termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	It is in you, and our, legitimate interests for us to have the means to contact a family member or other designated representative in a situation where there is significant concern for your welfare.				
Health and Safety Assessments	We obtain this data from you	To enable us to make appropriate adjustments to your working environment and duties to accommodate changes in your physical and/or mental condition.	This data will be retained for 40 years from the date it is superseded or the date of termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for compliance with a legal obligation	Processing is necessary to comply with Health and Safety law	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			

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Staff rotas, time sheets, casual work claim forms, and attendance records	We generate this data about you	For payroll administration and employee performance monitoring.	Six years from end of the financial year in which the payment occurred.	Processing is necessary for performance of our contract with you					
Flexible and part-time working arrangements	We generate this data about you	For payroll administration and employee performance monitoring.	These records are retained for 6 years after the termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for performance of our contract with you					
Probation period records, including dates, duration, feedback and evaluations, and materials relating to any decisions made.	We obtain this data from the University of Oxford We generate this data about you	To manage the probationary period in line with your contract with the College and College procedures.	These records are retained for 6 years after the termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for performance of our contract with you					
Learning and development records, including your attendance, completions, and certifications.	We obtain this data from you We generate this data about you Third party	As part of an accurate and up to date record of your employment by the College.	The majority of this data will be held for 6 years from the date of termination of your employment. Records pertaining to COSHH staff training will be retained for 40 years following the end of the relevant academic year. N. B. Whilst we aim to retain documents for no more than the prescribed period,	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	Processing in some instances is necessary to comply with our legal obligations in relation to the mandatory provision of training on specific issues to employees and office holders. We , and you, also have a legitimate interest in our holding an up to date record of your learning and development achievements, for				

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			until the weeding exercise is completed there may instances of longer retention.	data protection rights and freedoms	workforce planning and recognition. We also have a legitimate interest in holding this data in the College Archive as part of our record of College life.				
Promotion and progression materials including applications, references and supporting materials, records of deliberations, decision notifications, feedback and awards; long service awards.	We obtain this data from the University of Oxford. We obtain this data from you. We generate this data about you. Third party	For the proper functioning of the promotion application and award process. relevant personal data may also be placed in the College archives as part of the record of College committee discussions.	This data will be retained for a period of 6 years from termination of your employment. Data which is of particular public, scientific or historical interest will be retained in perpetuity as part of the College archives. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention. Data relating to the management of schemes will be retained for 5 years following the termination of the scheme.	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	In relation to College archives, the College has a legitimate interest in holding records about employee and office-holder advancement.				

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Grievances and related investigations raised with the College and relating to you, including records of any investigation and/or decision that we take, and of any subsequent appeal of resolution.	We obtain this data from you We generate this data about you Third party	As an employer we are required to make appropriate records as part of the handling of grievances and related investigations.	These records are retained for 6 years after the termination of your employment. If such records involve legal proceedings, the records will be retained for 6 years following the completion of proceedings. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	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. We, you, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	
Teaching schedule information, including details of subjects taught, and size, timing and location of teaching sessions.	We generate this data about you	As part of the administration and management of College teaching activities.	This data will be retained for one year from the end of the relevant academic year.	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 and its students have a legitimate interest in processing data relating to teaching schedules and related information.				
Pastoral care records (College provision of pastoral care to students), including details of your pastoral responsibilities, advisees, interventions and advice.	We obtain this data from you We generate this data about you	As part of the records of students advisees, and to create a record for future consultation in the event of complaints. Lists of tutor groups are retained in the College archives.	This data will be retained for a period of 6 years from the date on which the student left the College. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed	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	We have 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. Advisees also have a legitimate interest in the creation of				

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			there may instances of longer retention.		appropriate records of pastoral care received.				
Room bookings	We obtain this data from you We generate this data about you	As part of the administration and management of College property.	This data will be retained for one year from the end of the relevant 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 the proper management of College facilities, in maintaining the security of College premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking College facilities.				
Contact details (name, addresses, telephone numbers), as amended from time to time.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you	In order to be able to contact you in your role as an employee or office holder at the College, and (where applicable) to comply with immigration law. These details will also appear on documents and materials held in the College archive.	Your contact details will be retained for a period of 6 years from the date of termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	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					

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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)
Disciplinary or harassment records: if a disciplinary, harassment or similar complaint is made to the College in relation to you, including records of any investigation and / or decision that we take, dismissal records, settlements, and of any appeals process.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To investigate, consider and reach conclusions in relation to employee and office holder disciplinary matters.	These records are retained for 6 years after the termination of your employment. If such records involve legal proceedings, the records will be retained for 6 years following the completion of proceedings. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws
Appraisal information, including objectives, feedback given to and received about you, records of appraisal discussions and Personal Development Plans	We obtain this data from you Third party	To monitor, assist in and record your professional development.	These records are retained for 6 years after the termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for performance of our contract with you		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			
Sabbatical entitlements, including proposed dates, historical sabbatical periods, plans for the use of sabbatical time and reports on sabbaticals taken.	We obtain this data from you We generate this data about you	For the management of your sabbatical entitlements, to ensure sufficient cover for your role during your absence, and as part of your record of employment with the College. To the extent that sabbatical data is discussed in College committee, personal data may also be recorded in the	These records are retained for 6 years after the termination of your employment. If discussions relating to sabbatical entitlements are mentioned during governing body sessions, the minutes will be retained in the College archive in perpetuity. N. B. Whilst we aim to retain documents for	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,	To the extent that our purposes support the provision of teaching within the College, processing is necessary for the performance of a public task. For other purposes, we have a legitimate interest in monitoring and managing the availability of employees and office-holders.				

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		College archive in the meeting minutes.	no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	except where overridden by your data protection rights and freedoms					
References provided by, or in relation to, you	We obtain this data from you We generate this data about you	References in relation to you are provided for a number of reasons, including enabling you to seek alternative employment or take up voluntary posts, allowing you to access certain libraries and archives, and for provision to prospective landlords. References provided by you are held in order that the College has a record of recommendations or comments made by employees and office-holders in their official capacity.	Records of references will be kept for one year from the date of provision of the reference	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 providing you with references and keeping a record of what was said. We also have a legitimate interest in keeping a record of recommendations or comments made by employees and office-holders in their official capacity.				
Financial information including your contact information and details of invoicing and payment (including payment information such as banking payment information) of "battels", namely: accommodation, deposits, food and drink, event and meal bookings, use of sporting and other	We obtain this data from you We generate this data about you	In order to provide your course, accommodation and associated services.	A entry pertaining to you as an individual will form part of the central record of payers for six years after the date on which you cease to be employed by the College. Details of payments made by individuals will be kept for six years from end of the financial year to which the records relate.	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 have a legitimate interest in the sound and efficient management of College catering events, and facilities, and recording and arranging for the recovery of monies owed.				

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facilities as we have arranged with you.									
Medical questionnaires, notes and occupational health reports, including specifics of health issues, records of consequent adjustments, and communications relating thereto.	We obtain this data from you We generate this data about you Third party	For Occupational Health purposes and in compliance with our obligations under equality legislation.	Records relating to occupational health will be retained for 6 years from the termination of employment . Medical records relating to the Control of Asbestos at Work Regulations or Control of Substances Hazardous to Health Regulations will be retained for 40 years. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for performance of our contract with you Processing is necessary for compliance with a legal obligation		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			
Absence records (including but not limited to vacation, maternity/paternity/s hared parental leave, time off for dependants, career breaks, etc.)	We obtain this data from you We generate this data about you	To record, monitor, plan for and respond to absences.	Records relating to maternity/paternity/s hared parental leave, time off for dependants, and career breaks will be retained for 6 years after the termination of your employment. Details of the annual leave and the financial administration of pay during these periods will be kept for six years from end of the financial year to which the records relate.	Processing is necessary for performance of our contract with you		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	To the extent that absences are due to ill health or reasons linked to 'special category' information as defined under GDPR.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	To the extent that absences are due to allegations of criminal behaviour or criminal convictions.

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			N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.						
Opinions and comments made by you on student's 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. Copies are provided to the College Archives.	In perpetuity as part of College archives.	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. We also have 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.				
Computer and email information, including login, username and password information for College IT systems, IP addresses of devices you connect to College IT systems, equipment allocated to you, and details of when you connected or logged in to our network, records of internet usage.	We obtain this data from the University of Oxford We generate this data about you	For the proper management of College IT resources.	Records will be destroyed one year after closure of your IT accounts.	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	We have a legitimate interest in the proper management of College IT resources.				

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Leave and buy-out requests, including records of request consideration and decisions.	We obtain this data from the University of Oxford We obtain this data from you	To manage requests for teaching remission subsequent to successful grant applications.	Records will be retained for 6 years from the date of the decision. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	Processing is necessary for performance of our contract with you					
Sickness records and related documentation, including sickness absence forms, employee 'Fit' notes, return to Work documentation.	We obtain this data from you We generate this data about you Third party	To comply with our obligations as an employer in the management of employees suffering ill health, to monitor reasons for absences, to consider relevant Health and Safety issues arising and to assist in scheduling of employee time.	These records will be kept for six years from end of the financial year to which the records relate. Where records are known to be those of employees exposed to a substance hazardous to health (i.e. those who have been diagnosed with an asbestos-related illness, or where the College is aware that the employee has been exposed to an actionable levels of asbestos as set out in the Control of Asbestos at Work Regulations 2002; those who have been exposed to lead in accordance with the Lead (Control of Lead at Work Regulations 1980) or those exposed to radiations in accordance with the (Ionising Radiation Regulations 1985)), those records will be retained for 40 years	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation	Processing is necessary to meet our employment law, and Health and Safety obligations.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			

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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)
			from the termination of employment.						
Research project and funding applications, renewals, and administration.	We obtain this data from the University of Oxford We obtain this data from you	As part of your record as an employee or office-holder at the College.	Records documenting the provision of research grants (including but not limited to: applications, details of award allocations, associated correspondence will be retained for six years after the termination of the grant.	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	We have a legitimate interest in recording the research activities of our employees and office holders, and identifying sources of funding they receive and supporting applications for funding made.				
Capability procedure records, including reasons for commencing the process, relevant performance indicators, records of review meetings and feedback, decisions and outcomes.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To support the development of our employees and to appropriately manage under-performance.	These records will be retained for 6 years from the date of termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	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	We have a legitimate interest in managing the under-performance of employees appropriately.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			

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End of employment records, including details of exit interviews, relevant correspondence, and redundancy records (redundancy details, calculations of payments, refunds, notification to the Secretary of State) or termination records.	We obtain this data from you We generate this data about you	To understand the reasons that employees and office holders leave, to identify trends and issues, and to enable us to make improvements going forward. Where employees have left due to redundancy or their contracts have been terminated, we keep records to ensure we can respond appropriately to any ongoing queries.	These records will be retained for 6 years from the date of termination of your employment. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.	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 other members of the College, have a legitimate interest in understanding the reasons that employees and office holders leave. We also have a legitimate interest in holding appropriate records relating to potentially contentious decisions.	Explicit consent - data provided by the data subject as part of the exit process, as appropriate.		You have consented to the processing. The processing relates to personal data that you have manifestly made public. The processing is necessary in connection with legal proceedings (including prospective legal proceedings) The processing is necessary for the purpose of obtaining legal advice.	Where allegations of, or convictions for, criminal offences are held as part of leaver records, this data will usually be either public information, held for the purpose of obtaining legal advice in connection with legal proceedings, be necessary for the exercise of a function conferred on the College by an enactment or the rule of law, or held in the public interest for the purpose of protecting the public against unfitness, improper conduct or similar. Where no such grounds for processing this data apply, it will be held and processing only based on your consent.
Employee benefits scheme membership details, including (where relevant) but not limited to subscriptions for childcare vouchers and details of relevant childcare providers used, healthcare interest free loans and travel passes.	We obtain this data from you We generate this data about you Third party	As part of the proper functioning of the employee and office holder benefits system.	These records will be retained until successfully enrolled on the plan. Record of deductions from pay due to membership of the medical or dental insurance scheme will be kept for six years from end of the financial year to which the records relate. N. B. Whilst we aim to retain documents for no more than the prescribed period,	Processing is necessary for performance of our contract with you					

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			until the weeding exercise is completed there may instances of longer retention.						
Records of College cultural life and personal papers donated by members, including written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To allow the College's cultural life to function and flourish, and in order to maintain a record of College life, which may be relevant to you individually (for example if you later request confirmation of historical details from us), and 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 relates to personal data which you have manifestly made public			
Records of information security incidents and of PC misuse incidents	We obtain this data from the University of Oxford We generate this data about you	To ensure that our systems are appropriately updated and secure, and in case records are required for subsequent disciplinary or police investigations.	This data will be retained for a period of one year from the last date of action in relation to the incident.	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 the effective management, and proper use, of its IT systems.			The processing is necessary for the purpose of obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	Most commonly such data would be processed in connection with the detection or prevention of an unlawful act.
Email contact information used in ad hoc mailing lists, for example for College events.	We obtain this data from you We generate this data about you	To enable employees and office-holders to participate in College events.	Your email contact data will be removed from mailing lists within three months of the end of your relationship with the college	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	The College, its employees and office holders have a legitimate interest that employees and office holders are notified of College events.				

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				data protection rights and freedoms					
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	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	This data will be retained for a period of 7 years from the termination of your employment, 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 exercising functions conferred under legislation. 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 exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
Joint equity scheme arrangements, including title documents, copies of mortgage paperwork and payment records	We obtain this data from you We generate this data about you Third party	For the proper functioning of the College joint equity scheme arrangement.	These records will be retained for 7 years following release of the College's charge over the property.	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		Substantial public interest under the UK Data Protection Act 2018	To the extent that it is necessary to process special category data, this will be done for reasons of substantial public interest under the UK Data Protection Act 2018.	The processing is necessary for the purpose of obtaining legal advice The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	To the extent that criminal conviction data is relevant and processed by use in relation to the joint equity scheme, we would process it for the purpose of obtaining legal advice.
SCR membership files: names, dining lists, contact details, commencement of membership, terms.	We obtain this data from you We generate this data about you	Certain individuals are members of the College SCR post-employment or in circumstances where they have never been employed by the College. Files relating to such members, which provide a record of arrangements in place between us, are kept by the College.	These records will be retained for six years following the end of your SCR membership.	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 proper maintenance of SCR records is in you, and our, legitimate interests.	Explicit consent			

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Biometric data (fingerprint-based)	We obtain this data from you	To enable the clocking on/off process for casual workers.	These records will be deleted immediately following the termination of your employment or withdrawal of consent to processing.	Processing is necessary for performance of our contract with you		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			
Accident reports records containing information about the date and nature of the accident, who was involved, their home address, who witnessed it and any steps taken concerning it. Health and safety records.	We generate this data about you	So that we have a record of accidents occurring on College premises. In some cases the College also has a legal obligation to record and report accidents to the relevant regulatory authority.	40 years after last entry	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 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.	Substantial public interest under the UK Data Protection Act 2018	The processing is necessary for the protection of 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 and pursuant to the exercise of a function conferred on a person by an enactment.		
Names of members of College staff (academic and non-academic) - published in The Record (the College's annually published document listing the achievements and appointments of College members and Alumni during the previous academic year).	We obtain this data from you We generate this data about you We obtain this data from third parties	In order to maintain a record of College life and history, which may be relevant to you individually (for example if you later request a reference from us), and which is also part of the College's own archive record.	Records will be retained within College archives 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 history and cultural life, including for researchers and future students.				

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Formal documents generated as part of a planning of future business of the College (and working documents leading to the generation of such formal documents), and to manage current business - these include policy and strategy documents and reports.	We generate this data about you	As a formal record of matters relating to the administration and management of College business. Copies of the records are also provided to and stored by the College Archives.	The retention periods vary according to department and type of record. Please contact the DPO with reference to the retention periods of specific records.	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	To the extent that the business of the relevant bodies forms an integral part of the provision of University education or publicly-funded research carried out in the public interest, the processing is necessary for the performance of the College's public task. As regards other aspects of such records, we have a legitimate interest in compiling a record of administrative and managerial matters, including details of those involved, decisions made and outcomes. The College also has a legitimate interest in the addition of such records to the College archives.				
Organisational and administrative records pertaining to open days, school visits (in-bound and outbound), and access and outreach events with external partners. Includes names and contact details of organisers and visitors.	We obtain this data from you We generate this data about you We obtain this data from third parties	In order to organise and facilitate access and outreach activities	For three years after the end of the relevant academic year	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 may recruit from the widest range of backgrounds.				

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Feedback received pertaining to open days, school visits (in-bound and outbound), and access and outreach events with external partners	We obtain this data from third parties	In order to improve access and outreach activities	For one year after the end of the relevant 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 processing this data so that it may improve the access and outreach activities in which it participates				
Records documenting the selection and appointment of external examiners.	We obtain this data from you; We generate this data about you		Termination of appointment + 1 year	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 has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			
Records documenting the selection and appointment of examination invigilators.	We obtain this data from you; We generate this data about you		Current academic year + 1 year	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 has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			
Records and details of taxis ordered on your behalf	We obtain this data from you We generate this data about you	In order to order taxis on your behalf, and charge you or a relevant department accordingly	These records will be retained for six years after 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					

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Register of bicycles permitted on college premises	We obtain this data from you We generate this data about you	In order to ensure that bicycles have not been abandoned on college premises, and to ensure there is sufficient bicycle parking space for college members	These records will be retained for one year after the end of your relationship with the 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					
Name, home address, home contact details (email and telephone), health conditions, whether you live with or care for anyone with specific health conditions, children under 14 living at home, ability to work from home, extra equipment needed to work from home.	We obtain this data from you	In order to plan the College's response to pandemics and public emergencies, evaluate staff need and ability to work from home, to maintain contact with staff whilst working from home.	This information will be gathered at the start of any such emergency, and will be destroyed once the current need has passed.	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 have a legitimate interest in planning safe and effective home working in such conditions, and keeping in contact with staff.	Vital interests	Where the College processes special category data for these purposes, the processing is necessary for protecting the vital interests of College staff, their families, and dependents.		
Correspondence with you.	We obtain this data from you	To hold an accurate record of our communications with you.	Correspondence 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, and may be added to 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	We, and you, have a legitimate interests in the College holding a full record of our correspondence with you, which can be referred back to as required.				
Records documenting the organisation of special College dinners and events such as Fellow's Dinners or Subject School Dinners. This may include seating plans, name cards, menus, list of attendees and related correspondence.	We obtain this data from you, We generate this data about you	To organise traditional college events	These records will be held for the current academic year + 1 year. Financial records relating to such events will be retained for the current financial year + 6 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					

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Records documenting the College's management of Joint Equity properties - including names and financial details pertaining to applicable employees	We obtain this data from you	To manage the College's provision of the Joint Equity scheme	These records will be retained until the disposal of property + 12 years, or the end of the relationship between the College and staff member + 12 years	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 compliance with a legal obligation					
Records relating to the distribution of College gifts (e.g. Christmas gifts to staff).	We generate this data about you	To manage the distribution of gifts (such as Christmas gifts) to College staff	These records will be retained for 6 years after 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					
Copies of employee driving licenses (where required)	We obtain this data from you	To insure staff on College-owned vehicles	These are retained until superseded, or until employee is no longer permitted to drive the vehicle	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 compliance with a legal obligation					
Work carried out by administrative staff on behalf of fellows	We obtain this data from you, We generate this data about you	In order to conduct work on behalf of fellows, and assist in publications	These records are usually retained for 1 year after the end of the current academic year. Records of significance may be retained in the College 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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Documentation relating to staff and fellow's parking arrangements, includes: Applications for parking permits, and any declaration or supporting evidence that the applicant has a disability	We obtain this data from you We generate this data about you	So that we can consider applications for a parking space and decide whether to provide a space to applicants.	This data will be retained for 1 year following the expiry of the parking permit	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 has a legitimate interest in supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is processing such information for the purpose of complying with its duties under the Equality Act 2010 and is necessary for the purposes of preventing a breach of that legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and discrimination, including the obligation to make reasonable adjustments. The processing must be carried out without the individual's consent, so as to avoid prejudice to the College's legal obligations if such consent were to be withdrawn.		

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Trustee declarations: your name, signature, and date of signature, and associated declarations	We obtain this data from you	For compliance with the Charities Act 2011; As part of the history of the governance of the College	Permanently.	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 is necessary to comply with Charity law; the College 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.	Processing is necessary for archiving in the public interest, and/or for historical research purposes.	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. 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.		
Staff availability sheets	We generate this data about you We obtain this data from you	To ensure that staff available to work at requested times, to plan schedules	Until superseded	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests,					

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				except where overridden by your data protection rights and freedoms					
Records of work completed, such as kitchen cleaning schedules	We generate this data about you We obtain this data from you	To maintain a thorough record of work completed, where necessary	These records are retained for one year from the end of the current financial year	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					
Records relating to the issuing of uniforms and PPE.	We generate this data about you	To ensure staff are appropriately dressed, especially in terms of health and safety.	These records may be held for a year after the end of the current financial year, except in cases where there may be health and safety issues, in which case they could be kept for at least 40 years.	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.					
Memberships forms completed online by College staff / students for membership of the Squash Courts and College Gym and KCBC. Membership forms include University card number and expiration date,	We obtain this data from you	To program access to sporting facilities and process payments. College must take into consideration medical and disability requirements to comply with its statutory obligations for health and safety obligations	Termination of membership + 6 years	Processing is necessary for compliance with a legal obligation					

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medical information, date of birth.									
Dietary information	We obtain this data from you	To ensure that you are provided with foods meeting your personal, philosophical and health requirements.	Dietary information is recorded on a daily basis as part of your booking, and is only retained on an allergen sheet provided by the kitchen, which is retained for a maximum of two months. Where dietary information is provided as part of an event booking, this will also be retained for a maximum of two months.	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 is necessary for compliance with food safety and food standards law. We, and you, also have a legitimate interest in ensuring that you receive appropriate service on an ongoing basis.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data in relation to your dietary requirements, the College does so in pursuit of its compliance with consumer protection, health and safety and equality legislation. It processes the data for the purposes of preventing an unlawful breach of such legislation and/or the exercise of functions pursuant to its legal obligations.		
Chapel Registers of Services, Baptisms, and Confirmations - containing names, ages, dates	We obtain this data from you	To maintain a record of the services and ceremonies held in the College Chapel, and to make the Chapel available for the purpose of ceremonies.	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	We, and you, have a legitimate interest in our recording sufficient data to enable services and ceremonies to proceed. We also have a legitimate interest in recording those details on the College archives, as part of the record of College life.				
Records generated to organise and publicise Chapel services, including orders of service, promotional material, correspondence and sermons preached. These records may contain the names and contact details of	We obtain this data from you We generate this data about you	To organise and publicise Chapel services, and to maintain a record of sermons preached	These records will be retained for 1 year following the end of the applicable academic year. Records of historical significance may be transferred to the College archives and retained 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	We, and you, have a legitimate interest in our recording sufficient data to enable services to proceed, and to advertise those services. We also have a legitimate interest in recording those details on the				

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those participating in services, and those organising the services					College archives, as part of the record of College life.				
Chapel Visitors' Book - visitors record the date of their visit, their name, and comments about the Chapel	We obtain this data from you	To maintain a record of the visitors to the College chapel and their impressions of the building	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	We have a legitimate interest in maintaining a record, for posterity, of the visitors to the College chapel				
Chapel Officer rotas	We obtain this data from you We generate this data about you	To ensure that Chapel services can proceed	These records will be retained for 1 year following the end of the applicable 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	We, and you , have a legitimate interest in our recording sufficient data to enable services to proceed				
Records pertaining to the organisation of college examinations - including correspondence with external examiners, the design and delivery of training for invigilators, and the timetabling of examinations.	We generate this data about you	As part of the administration and management of College teaching activities.	This data will be retained for one year from the end of the relevant academic year.	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 and its students have a legitimate interest in processing data relating to teaching and examination schedules and related information.				
Records documenting routine solicited feedback on taught programmes from students: individual, anonymised feedback	We generate this data about you Third party	To monitor, assist in and record your professional development.	This data will be retained for one year from the end of the relevant academic year.	Processing is necessary for performance of our contract with you					