

Keble College GDPR ROPA - Students - v1.8 (May 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)
Meal bookings and attendance.	We obtain this data from you	So that we may provide catering services to students and invoice them correctly for the services provided.	These will be kept for six years from end of the applicable financial year.	Processing is necessary for performance of our contract with you.					
Financial information including your contact information and details of invoicing and payment (including payment information such as banking payment information) of "battels", namely: College fees, accommodation, deposits, food and drink, laundry, use of sporting and other facilities as we have arranged with you.	We obtain this data from you We generate this data about you	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 a registered student at 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 performance of our contract with you;					
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.		

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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, medical information, date of birth.	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					
Welfare records, including confidential records about requests for support and counselling, and of support and counselling provided.	We obtain this data from you We generate this data about you	In order to provide support and counselling services to our students.	For 6 years after the end of the academic year when you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its students have a legitimate interest in providing and having access to support and counselling services.	Vital interests, reasons of public interest in the area of public health, explicit consent.	In very rare cases, data may need to be processed under vital interests (in order to protect your welfare), or for reasons of public interest in the area of public health. Where your data would be transferred outside of College, your explicit consent will be sought.		
Details of your accommodation tenancy or licence agreement, including the duration of your occupancy, payments you have made and decisions about accommodation applications and room allocation.	We generate this data about you	In order to provide you with accommodation.	Records relating to accommodation tenancy or licence agreements will be retained for 6 years after the end of the academic year when your tenancy or licence ends.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its residents have a legitimate interest in the College providing accommodation and operating it efficiently and safely.				

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Other records relating to your accommodation, for example your contact information, accommodation requests and preferences, booking forms for students and guests, records of any family members or dependants who occupy the accommodation, records of overnight guests, lost property records, rental of fridges, records of your accommodation inventory and of the condition/cleanliness of your accommodation throughout your occupancy.	We obtain this data from you	In order to provide you with accommodation and related services and so that we have records for safety purposes of who is in College premises.	These records will be retained for six months after your tenancy or licence ends.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its residents have a legitimate interest in the College providing accommodation and operating it efficiently and safely.				
Records of requests and bookings for rooms and facilities for events held by students/student societies, including records of any decisions the College makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.	We obtain this data from you We generate this data about you	As part of the system for providing College facilities to students and student societies.	Records will be retained for one year from the date on which a decision is made. Documentation pertaining to dramatic performances will be retained for the current academic year + 6 years, and may be retained in the College Archives in perpetuity. Gym booking schedules will be kept for six years from the end of the academic year in which the booking was made.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for the performance of a task carried out in the public interest; Processing is necessary for compliance with a legal obligation.	The College has a legitimate interest in ensuring that such requests and bookings are considered pursuant to its procedures and in accordance with relevant legislation. The College has a legal obligation under the Education (No 2) Act 1986 to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law. The processing is also necessary for the	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law. The processing is also necessary for the

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					College and for visiting speakers.		exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.		exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
Passport records for overseas trips and events.	We obtain this data from you	Where the College organises an event abroad (for example a College Choir event).	For 3 months after the date on which you return from the overseas event/trip.	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 arranging cultural events abroad.	Explicit consent - provided by the student as part of the process.			
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 those participating in services, and those organising the services	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 College archives, as part of the record of College life.				

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List of attendees and travel arrangements/bookings for trips, outings, and visits	We obtain this data from you We generate this data about you	Where the College organises an event	We keep this data for 6 years 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	The College has a legitimate interest in arranging cultural trips and visits				
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				
Your dates of attendance, course of study and outcome of your studies, results of College examinations ("collections"), University examinations, and College and University assessments, awards, scholarships and prizes conferred. Records of your student status, including whether you are on the visiting student programme and whether you are a full-time or part-time student. Records of	We generate this data about you; We obtain this data from the University of Oxford.	So that we have a record of your results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance. So that we can administer and provide your course.	Permanently, except for visiting students whose records are destroyed 6 years after the end of their relationship with the college	Processing is necessary for performance of our contract with you; Processing is necessary for the performance of a task carried out in the public interest; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in processing this data so that it can deliver your course. Where we keep information for the purposes of the College archive, the College has a legitimate interest in maintaining a record of who has attended, the results, awards, prizes and scholarships that were awarded, so that it may provide references and verify attendance and as				

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your name, gender/preferred title, official headshot/passport style photograph.					part of its historic archives.				
Information about your health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.	We obtain this data from the University of Oxford; We obtain this data from you; We obtain this data from third parties, such as medical professionals that you ask to provide us with information.	When we consider what reasonable adjustments to make to our provision of accommodation, catering or teaching or we need to take account of any dietary requirements you have (whether for medical or belief reasons), or where there is a medical emergency, and any decisions that we take as a result.	The majority of this information is retained for 6 years after the end of the academic year you cease to be a registered student. 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. 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; Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in taking such information into account when it makes decisions that may affect your health, wellbeing or ability to participate. Processing is also necessary for compliance with equality law, and/or food safety law.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 and/or under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.		

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Information about your ethnicity, health, religion or philosophical beliefs and/or sexuality processed for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment, with a view to enabling such equality to be promoted or maintained.	We obtain this data from the University of Oxford We obtain this data from you	For equality monitoring purposes	For 6 years after the end of the academic year you cease to be a registered student. 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.	The College and its students have a legitimate interest in monitoring and promoting equality of opportunity.	Substantial public interest under the UK Data Protection Act 2018	The processing is necessary for equality of opportunity or 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.		
Records of student performance and attendance, including records of student self-assessment and tutorial reports.	We obtain this data from you We generate this data about you		Records will be retained within College archives permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in keeping such records to help develop and guide students during their studies. Where we keep information for the purposes of the College archive, the College has a legitimate interest in maintaining a record of its past students as part of its historic archives.				

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Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to written work and submission of extenuating circumstances. Decisions on making about such requests and records of actions taken.	We obtain this data from you We generate this data about you	We process this information and make decisions about you when you ask us to, and in accordance with the College's policies relating to such requests.	For 6 years after the end of the academic year you cease to be a registered student. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may be 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; Processing is necessary for the performance of a task carried out in the public interest Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in ensuring that such requests for assistance are considered pursuant to its procedures and in accordance with relevant legislation.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.		
Organisational and administrative records pertaining to student helpers (applications, correspondence, briefings, records of hours worked, payment, and documents pertaining to child protection training)	We obtain this data from you	So that we have records of which students act as hosts on open days and can administer our open days and can make payments/provide other benefits to student hosts/helpers.	Administrative records will be kept for 3 years after the end of the current academic year. Payment records are retained for 6 years after the current financial year. N. B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and prospective students attending open days have a legitimate interest in current students acting as hosts, to give prospective students an insight into College life.				

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			exercise is completed there may instances of longer retention.						
Information that you submitted to UCAS and/or the University, College or any third party when you applied to study at Oxford, including your academic, employment history, predicted grades, language proficiency and personal statement; details of our admissions decision about you. Details of any references, written work or research proposals you submit as part of your application, and any records we make of your application or interview. Communications between us about your admission, including feedback we provide.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you We may also obtain this data from schools or referees	So that we have a record of our admissions decisions and can administer your application and your course. Also so that we have information and about your background and history if we are asked to provide a reference at a later date.	UCAS and graduate application forms, and notification of scholarships received will form part of the core student record retained permanently as part of the College archive. Supporting documentation and communications will be disposed of 6 years after the end of the academic year you cease to be a registered student. 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. Processing is necessary for the performance of a task carried out in the public interest	The College has a legitimate interest in being able to provide references to its students and former students. Where we keep information for the purposes of the College archive, the College has a legitimate interest in maintaining a record of who has attended, the results, awards, prizes and scholarships that were awarded, so that it may provide references and verify attendance and as part of its historic archives.				
Details of any criminal records that you declare to us on your application, or during your studies, or of any criminal incidents or allegations concerning you reported to us by anyone else.	We obtain this data from you; We generate this data about you; We may obtain this data from third parties.	So that the College is a safe and secure environment.	Where criminal convictions, incidents or allegations are declared or reported to us, we will retain this data for 6 years after the end of the academic year when you cease to be a registered student. Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information	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 requiring DBS checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its

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			for 6 months from the date the certificate is received and a skeleton record that the check was satisfactory or unsatisfactory passed will be kept on your College file for 6 years from the end of the academic year in which you cease to be a registered student at the College. 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.				statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.		statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
Your fee status (e.g. home, EU, or international) and associated information about your country of residence, the amount of your fees and funding information including your financial declaration, details of any guarantee from parents or others, any supporting information you provide about funding (e.g. loans, grants, sponsorship and/or self-funding resources, including copies of evidence you submit) and decisions that we	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you We obtain this data from third parties (e.g. parents, sponsors, guarantors).	In order to determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.	Most records will be retained for 6 years after the end of the academic year when you cease to be a registered student. 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; Processing is necessary for compliance with a legal obligation	Legislation determines to an extent the level of fees you are required to pay, based on your country of residence. The College has a legitimate interest in being able to satisfy itself that students have appropriate arrangements are in place to meet the costs of their course and living expenses.				

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make in light of that information.									
Disciplinary, harassment or grievance records if a disciplinary, harassment, grievance or other complaint is made by you or about you to the College, including records of any investigation and / or decision that we take, and of any appeals process.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you We obtain this data from third parties	So that the College can maintain appropriate standards of conduct and behaviour for the benefit of all its members and visitors.	Disciplinary, harassment or grievance records about you will be retained for 6 years after the end of the academic year when you cease to be a registered student. 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.	The College, its staff and students have a legitimate interest in the College being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent so as not to prejudice those purposes.
Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to	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.	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	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 and/or complying with regulatory	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 and/or complying with regulatory

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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.			for a longer period (for example in connection with legal advice, or in relation to auditing obligations).				requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.		requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
Information and copies of records confirming your entitlement to study in the UK, including records of your confirmation of acceptance for studies, passport, student visa and/or biometric residence permit, attendance records. We also have access to the University's system that shows whether you have the right to work in the UK.	We obtain this data from the University of Oxford We obtain this data from you		For 6 years after the end of the academic year you cease to be a registered student. 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	The College, its students and the University have a legitimate interest in the Colleges being able to provide information to the University in order to enable it to comply with immigration law obligations. In the case of right to work information, the processing is necessary for the College to comply with the requirements of UK Visas and Immigration under immigration law.				
We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This involves us taking copies of passports and visas, which we store electronically and share with the University so that it	We obtain this data from you We generate this data about you	Overseas students need visas in order to attend university.	For 6 years after the end of the academic year you cease to be a registered student. 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		Explicit consent - data provided by the applicant as part of the application process, necessary for legal compliance.			

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has records of students' entitlement to study. We also provide the University with students' name, date of birth, passport number, course, fees paid & due for it to share this information with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.									
Emergency contact details	We obtain this data from you	So that we are able to contact people close to you in the event of an emergency.	For 6 years after the end of the academic year when you cease to be a registered student. 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	The College and its students have a legitimate interest in the College being able to contact someone you nominate for emergency situations.	In very rare cases, data may need to be processed under vital interests (in order to protect your welfare)			
Contextual admissions information for undergraduate admissions (relating to information about your school performance, postcode and care background).	We obtain this data from the University of Oxford	The role of contextual admissions data is explained more fully on the University's website, but is taken into account when deciding whether to invite applicants for interview (in addition to candidates who have met the usual departmental admissions criteria): https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/contextual-data?wssl=1	For 6 years after the end of the academic year when you cease to be a registered student. Please note that if you participated in an outreach programme, such data may also be held on the Higher Education Achievement Tracker, operated by the University. College copies of HEAT data are destroyed immediately after the data is entered into	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation.	The College has a legitimate interest in ensuring that people from a range of backgrounds have the opportunity to attend the College. Under relevant legislation the University is required to adhere to the agreement it has with the Office for Fair Access / Office for Students, which includes the use of contextual data in the	Substantial public interest under the UK Data Protection Act 2018	The processing is necessary for equality of opportunity or 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.		

Keble College GDPR ROPA - Students - v1.8 (May 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)
			the system. An explanation of what is held on HEAT and for how long it is retained on that system is available here: http://www.ox.ac.uk/about/increasing-access/widening-access-and-participation/heat 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.		undergraduate admissions process.				
Information about your contractual terms and conditions, personal tutor, university card number, contact details and any carer responsibilities that you tell us about.	We obtain this data from you We generate this data about you	So that we are able to deliver your course and can take account of your circumstances when we deliver it.	For 6 years after the end of the academic year you cease to be a registered student. 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.	The College has a legitimate interest in being able to take account of relevant circumstances when providing your course.				
Records of attendance at and participation in College committee meetings	We generate this data about you	Where you are a student member of a College committee, we may record your attendance and details of your involvement in the meeting minutes and in internal communications.	A permanent record will be retained in the College archive where your attendance and comments are recorded in committee minutes. Other records will be held for 6 years after the end of the academic year when you cease to be a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in having student representatives on certain committees, and it is necessary to process your data for those committees to function properly.				

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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)
Applications for and decisions about financial support, for example scholarships, bursaries and hardship funds. This includes communications that we send and receive to third parties that provide financial support.	We obtain this data from you We generate this data about you We may receive decisions from third parties that provide financial support	In order to make decisions about financial support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.	Graduate scholarship applications submitted as part of the admissions process will be retained for 1 year after the end of the admissions process. Where nomination documentation etc pertaining to individual students forms part of their student dossier, this will be retained for 6 years after you cease to be a registered student. A note of the receipt of scholarships and awards will be retained in perpetuity as part of the core student dossier. Records documenting the administration of scholarships (excepting those above), awards, bursaries and hardship funds (including applications) will be retained for six years following the year of award. N.B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may be	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. Processing is necessary for performance of a task in the public interest.	The College has a legitimate interest in receiving, considering and making decisions about financial support in the interests of its students.				

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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)
			instances of longer retention.						
Records relating to degree ceremonies; attendees, catering requirements, names of your guests.	We obtain this data from you We generate this data about you	In order to provide and operate degree ceremonies.	These records will be retained for one year from the date on which the ceremony took place.	Processing is necessary for performance of our contract with you.					

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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)
Records concerning nominations and decisions to confer prizes, scholarships and awards, where third party donors are not involved.	We obtain this data from you We generate this data about you	In order to decide who is to receive scholarships, awards or prizes.	Graduate scholarship applications submitted as part of the admissions process will be retained for 1 year after the end of the admissions process. Where nomination documentation etc pertaining to individual students forms part of their student dossier, this will be retained for 6 years after you cease to be a registered student. A note of the receipt of scholarships and awards will be retained in perpetuity as part of the core student dossier. Records documenting the administration of scholarships (excepting those above), awards, bursaries and hardship funds (including applications) will be retained for six years following the year of award. N.B. Whilst we aim to retain documents for no more than the prescribed period, until the weeding exercise is completed there may be 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.	The College has a legitimate interest in making awards and awarding scholarships and prizes to students, and in fulfilling the wishes of its benefactors.				

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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)
Records concerning nominations and decisions to confer prizes, scholarships, awards, and bursaries from third party donors.	We obtain this data from you We generate this data about you; We receive this information from third party donors.	In order to decide who is to receive scholarships, awards or prizes.	Nomination and decision-making records will be retained for 6 years after the end of the academic year when you cease to be a registered student. A record of the award itself will be retained permanently. Details of the financial administration of the awards 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, until the weeding exercise is completed there may instances of longer retention.	We will only share your information with such a donor with your consent.					
Records concerning nominations and decisions to confer prizes, scholarships, and awards.	We obtain this data from you We generate this data about you; We receive this information from third party donors.	Published on the notice board in the College Lodge	Nomination and decision-making records will be retained for 6 years after the end of the academic year when you cease to be a registered student. A record of the award itself will be retained permanently. Details of the financial administration of the awards will be kept for six years from end of the financial year to which the records relate.	We will only publish your information with your consent.					

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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)
			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.						
Records concerning nominations and decisions to confer prizes, scholarships, and awards.	We obtain this data from you We generate this data about you; We receive this information from third party donors.	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).	Nomination and decision-making records will be retained for 6 years after the end of the academic year when you cease to be a registered student. A record of the award itself will be retained permanently. Details of the financial administration of the awards 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, until the weeding exercise is completed there may instances of longer retention.	We will only publish your information with your consent.					

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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)
Student debtor records and records of debts recovered, records of decisions we take about debts.	We generate this data about you	In order to consider and take appropriate action. Depending on the circumstances this may include exploring alternative funding options and support that the College may offer, instalment payments, considering and implementing other measures to recover debts, such as late payment charges, disciplinary options and/or debt recovery action.	Records will be retained 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	The College has a legitimate interest in being able to collect debts owed by students and former students.				
Records of any decisions that you tell us about regarding your course, such as options you wish to take, or if you decide to change or withdraw from your course, intermit or suspend your studies. Records of any decisions we make about your wishes, such as whether to allow you to take options, change your course or suspend your studies.	We obtain this data from you We generate this data about you	In order to consider and make decisions about your requests.	A entry of such decisions will be made in your core student dossier, which is retained in the College archives permanently. Records supporting such decisions will be retained for 6 years after the end of the academic year when you cease to be a registered student. 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.	The College has a legitimate interest in being able to make decisions about your requests in accordance with its regulations and procedures.				

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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)
Records documenting the collation of examination results and compilation of pass lists and individual notifications of results, including records of students who have opted out of a public display of their results.	We obtain this data from you	In order to comply with student requests	For 6 years after the end of the academic year when you cease to be a registered student. 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.					
Mailing lists informing you about events and other information about the College and University.	We generate this data about you	To enable students to participate in College events	Your email contact data will be removed from mailing lists within three months of the date on which you cease to be a registered student at 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	The College and its students have a legitimate interest that students are notified of information about the College and University (for example, events).				
Student information that appears in marketing and outreach materials, such as photographs of individual students or a group of such identifiable individuals in a private setting, and quotations about their experience, records of any students that participate in outreach activity.	We obtain this data from you	To promote the College to potential applicants.	Permanently. Student 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					
Research student records, including details of your supervisor, the supervision process, examiner, College advisor, thesis title, submission and viva details and outcomes, progress reports,	We obtain this data from the University of Oxford We generate this data about you	In order to monitor your progress and make decisions about it.	Records will be retained within College archives permanently.	Processing is necessary for performance of our contract with you.	Where we keep information for the purposes of the College archive, the College has a legitimate interest in maintaining a record of its past students as part of its historic archives.				

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records of meetings about your progress.									
Records of consultations and any medical treatment or advice given by the College nurse.	We obtain this data from you We generate this data about you		For 3 years after the end of the academic year when you cease to be a registered student, or when you reach age 21, whichever is later.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in making a College nurse available to provide basic medical advice and treatment to its students.	Processing is necessary for health purposes under the Data Protection Act 1988.			
References we provide.	We generate this data about you	Where we are asked to provide a reference for you.	Copies 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	The College, its students and the recipients of references have a legitimate interest in providing and receiving references.				
Emergency medical information about students may be held by College security.	We obtain this data from you	Where students inform us of a medical condition and/or disability that might be of assistance to us if they have a medical emergency.	Whilst you are a registered student.	Processing is necessary to protect your vital interests, or someone else's; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its students have a legitimate interest in the College holding information which might help treat or prevent a medical emergency.	Processing is necessary to protect someone's vital interests where you are incapable of giving consent			
Informing emergency contacts about any medical emergency	We obtain this data from the University of Oxford. We obtain this data from you and/or others who have information about you, depending on the nature of the emergency.		Whilst you are a registered student.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its students have a legitimate interest in emergency contacts being made aware in the event of a medical emergency.	Consent given through the student's provision of such information at the point of registration. If, during a medical emergency, the student is incapable of giving consent, emergency contacts			

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						will be informed in order to protect the student's vital interests.			
Names of the annual matriculands - first year students joining the College - 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 of what its members have achieved over time.	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.				
Records pertaining to college examinations, including documenting individual students' attendance at examinations, and the handling of reports of mitigating circumstances.	We generate this data about you	In order to monitor your progress and make decisions about it.	For 12 months after the end of the current academic year. 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.		Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. The processing is also necessary for the exercise of a protective function.		

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							In both cases, the processing must be carried out without consent so as not to prejudice those purposes.		
Records documenting the administration and planning of matriculation ceremonies - including names of matriculands	We obtain this data from you We generate this data about you We obtain this data from third parties	To enable you to matriculate.	We retain this data for 10 years after your graduation ceremony has taken place.	Processing is necessary for performance of our contract with you Processing is necessary for the performance of a task carried out in the public interest Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the retention of this data for a period following your matriculation ceremony, as it may be relevant to respond to queries, or for administrative purposes.				
Register of Electors - name and residency in college	We obtain this data from you	In order to submit the names of those eligible to vote to the council	Until superseded	To comply with our legal obligations.					
New Entrants Form - containing name, home address, next of kin details, course entered on	We obtain this data from you	To enter your details into college records, to process your information as a student, and provide correspondence details when not in residence at college. To enable us to identify individuals accurately in future historical research.	Records will be retained within College archives permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the performance of a task carried out in the public interest;	The College has a legitimate interest in maintaining an archive of its students 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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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 records of keys issued.	We generate this data about you	To monitor the attendance of people on College premises, events on college premises, and relevant incidents occurring. 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. Records pertaining to keys issued are retained for 6 years after the end of your relationship with 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	We have a legitimate interest in monitoring the attendance of people on College premises, as part of the College's safety and security arrangements.	Substantial public interest under the UK Data Protection Act 2018	To the extent that special category data is recorded, this will be done under the substantial public interest as being required under an enactment or rule of law, or preventing or detecting unlawful acts.	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 The processing is otherwise necessary for establishing, exercising or defending legal rights The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018 The processing meets a condition in Part 3 of Schedule 1 to the Data Protection Act 2018	
Records of security and medical incidents, and fire alarm activations (and associated correspondence).	We generate this data about you	To monitor the attendance of people on College premises, events on college premises, and relevant incidents occurring, as part of the College's safety and security arrangements.	Security and medical incidents, fire alarm activations, and similar records are retained for 6 years after the end of the relevant academic year. If incidents are mentioned during Governing Body meetings, the minutes will be retained in the College archive in perpetuity. N. B. Whilst we aim to	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 monitoring the attendance of people on College premises, as part of the College's safety and security arrangements.	Substantial public interest under the UK Data Protection Act 2018	To the extent that special category data is recorded, this will be done under the substantial public interest as being required under an enactment or rule of law, or preventing or detecting unlawful acts.	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 The processing is otherwise necessary	

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			retain documents for no more than the prescribed period, until the weeding exercise is completed there may instances of longer retention.					for establishing, exercising or defending legal rights The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018 The processing meets a condition in Part 3 of Schedule 1 to the Data Protection Act 2018	
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					
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					
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.				

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Records documenting the organisation of special College dinners and events such as Fellow's Dinners or Subject School Dinners. This may include seating plans, 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					
Documentation relating to undergraduate parking on site, includes: Parking logs Monitoring spreadsheet Lists of students no longer permitted to park on site	We obtain this data from you We generate this data about you	So that we can ensure safe and equitable parking on site	This data is retained for 6 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					
Records relating to the administration of Warden's Collections (names, timetables, correspondence)	We obtain this data from you We generate this data about you	In order to organise and schedule Warden's Collections	Records will be retained for 1 year following the end of the current academic 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.	The College has a legitimate interest in keeping such records to help develop and guide students during their studies.				
Keble student ambassadors involved in The Access Platform: Name, email address, home town, year group and course at the University of Oxford, extra-curricular interests such as clubs and societies that they	Information provided by student ambassadors to set up their profiles on The Access Platform app.	So that prospective applicants can choose which student ambassador to send a message to through The Access Platform service (i.e. according to the who they think would be the best person to answer their question).	For as long as the student ambassador is volunteering on the messaging service through The Access Platform while they are an undergraduate student at Keble College and no longer.	Processing is necessary for the purposes of your, our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Legitimate interest: in order to meet our Access and Outreach targets that are in line with the University's Access and Participation Plan: https://academic.adm.in.ox.ac.uk/app	Where student ambassadors provide details of special category data, such as ethnicity during conversations with prospective applicants, we process this under consent.			

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belong to and also a profile photograph.									
We also collect University Fees on behalf of the University; the University informs us what you owe so that we may do this. We transfer the fees to the University, which then updates the record of what you owe.	We generate this data about you We obtain this data from the University of Oxford	We collect fees due to the University on its behalf and account to it for such fees.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for the performance of your contract with the University. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The University has a legitimate interest in collecting fees due to it.				
Records of College cultural life: Group photographs taken during public events and 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 you We generate this data about you We obtain this data from third parties	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 a reference from us), and which is also part of the College's own archive record of what its members have achieved over time. Images are also used to advertise activities within the College, both internally and externally. Names of those participating in formal photographed events (e.g. matriculation and graduation) are shared with	Records will be retained within College archives permanently.	Processing is necessary for the purposes of your, 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, including for researchers and future students.				

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		photographers prior to the event to enable the accurate generation of a "name key" for group photographs.							