This privacy notice applies to prospective students, current students and applicants who have accepted offers from Pembroke College

A summary of what this notice explains

Pembroke College is committed to protecting the privacy and security of personal data.

This notice explains what personal data Pembroke College holds about you, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.

For the parts of your personal data that you supply to us, this notice also explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data.

There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed.

Pembroke College has also published separate notices, which are applicable to other groups and activities. Those notices may also apply to you, depending on your circumstances, and it is important that you read this privacy notice together with other applicable privacy notices:

1. applicants and prospective students
2. alumni and donors (including what financial information we hold about our alumni and how we use it when considering fundraising initiatives)
3. archives (which explains what data we hold about former students in our archive)
4. security, maintenance and health and safety (including how we use CCTV)
5. website and cookies (including how we monitor use of our website)
6. IT systems (including how we monitor internet and email usage)
7. Staff (which may be relevant for example if you are a graduate student out tutor)

What is your personal data and how does the law regulate our use of it?

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”.

“Processing” your data includes various operations that may be carried out on your data, including collecting, recording, organising, using, disclosing, storing and deleting it.
Data protection law requires us:

- To process your data in a lawful, fair and transparent way;
- To only collect your data for explicit and legitimate purposes;
- To only collect data that is relevant, and limited to the purpose(s) we have told you about;
- To ensure that your data is accurate and up to date;
- To ensure that your data is only kept as long as necessary for the purpose(s) we have told you about;
- To ensure that appropriate security measures are used to protect your data.

**Pembroke’s Contact Details**

The College has a Data Protection Officer, whose contact details are: Mr Jeremy Bennett, Bursar, Pembroke College, Oxford. OX1 1DW. Email: DPO@pmb.ox.ac.uk

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

The provision of most data that you provide to us is a contractual requirement. If you do not provide us with information that you are contractually obliged to provide, the consequences will depend on the particular circumstances. In some cases we may not be able to provide you with certain services; in other cases, this could result in disciplinary action or the termination of your contract.

**Other sources of your data**

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

- Data that we and our staff generate about you, such as during tutorials and in connection with your attendance and accommodation at Pembroke College;
- The University of Oxford, which operates a number of systems that Colleges have access to, including access your examination results, fees outstanding, degree ceremony bookings, emergency contact details, student loan status, “right to work” checks and visa information, disability information and reports by supervisors;
- Your school or previous educational establishments or employers if they provide references to us;
- Fellow students, family members, friends, visitors to Pembroke College and other contacts who may provide us with information about you if and when they contact us, or vice versa.
Medical and social care professionals  
Financial organisations  
Law enforcement and government authorities

The lawful basis on which we process your data

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purposes.

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract we have entered into with you;
- Where it is necessary for the performance of a task in the public interest;
- Where it is necessary to comply with a legal obligation;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your data, typically in an emergency, where this is necessary to protect your vital interests, or someone else’s vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

How we apply further protection in the case of “Special Categories” of personal data

“Special categories” of particularly sensitive personal data require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

The Special Categories of personal data consist of data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership.

They also consist of the processing of:

- genetic data;
- biometric data for the purpose of uniquely identifying someone;
- data concerning health;
- data concerning someone’s sex life or sexual orientation.
We may process special categories of personal data in the following circumstances:

- With your explicit written consent; or
- Where it is necessary in the substantial public interest, in particular:
  - is necessary for the purposes of the prevention or detection of an unlawful act, must be carried out without the consent of the data subject so as not to prejudice those purposes; or
  - for equal opportunities monitoring;
- Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.

We have in place an appropriate policy document and/or other safeguards which we are required by law to maintain when processing such data.

Less commonly, we may process this type of data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the data public.

*Criminal convictions and allegations of criminal activity*

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for “special categories” referred to above.

**Details of our processing activities, including our lawful basis for processing**

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

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

- Details of which course you are studying
- Other data that is necessary to the operation of the Pembroke College/student contract or to the functioning of Pembroke College including:
  - any data about you contained in your assessed work, our assessments of your work and details of any qualifications you are awarded;
  - details of any disciplinary complaints or decisions about you;
o your contact and accommodation details;
  o any communications you have with us, and any communications we generate about you, for example if you ask us to defer your studies to a later academic year;
  o details of any payments that you make to us, including your bank/payment card details.

- Data you and others sent us when you applied to us (including information sent to us via UCAS and your predicted grades). This includes your academic record and personal statement which we use to assess your application;
- Details of any relevant criminal convictions, allegations or charges that we ask you to declare to us either when you apply to us, or whilst you are a student, or which are reported to us, and of any Disclosure and Barring Service checks that we request. Relevant criminal convictions or charges are those that indicate an applicant or student might pose an unacceptable risk to other students or staff.

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

- Information that you voluntarily provide to us about any disabilities or health conditions you have, and about your age, ethnicity, gender, religion and belief, and/or sexual orientation. You may also provide this information to us as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.
- Where you inform us of a health condition or disability, we will take this information into account when considering whether to make a reasonable adjustment under equality law and in other cases where we are legally required to.
- Data about you that we have to collect by law (for example where UK immigration law requires us to record information about you, or to report it to the immigration authorities);
- Data that we voluntarily provide about you, either whilst you are a student or after you graduate, for example if you ask us for a reference.
- Bank and other payment details, where we need to reimburse you, or where you provide such details to us when making a payment.

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

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

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

More information on the categories of recipients of your data is set out below.

**Automated decision-making**

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

**Sharing your data outside the European Union**

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

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

We will not transfer your data outside the European Union without first notifying you of our intentions and of the safeguards that apply to your data.

**How long we keep your data**
The detailed table of processing activities explains how long we will keep your data. In some cases student data is retained permanently for archiving and/or research purposes, as explained in the table. Pembroke College’s Archives privacy notice has further detail about the information retained in the archive and your rights when data is archived.

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

Your legal rights over your data

Subject to certain conditions set out in UK data protection law, you have:

- The right to request access to a copy of your data, as well as to be informed of various information about how your data is being used;
- The right to have any inaccuracies in your data corrected, which may include the right to have any incomplete data completed;
- The right to have your personal data erased in certain circumstances;
- The right to have the processing of your data suspended, for example if you want us to establish the accuracy of the data we are processing.
- The right to receive a copy of data you have provided to us, and have that transmitted to another data controller (for example, another University or College).
- The right to object to any direct marketing (for example, email marketing or phone calls) by us, and to require us to stop such marketing.
- The right to object to the processing of your information if we are relying on a “legitimate interest” for the processing or where the processing is necessary for the performance of a task carried out in the public interest. The lawful basis for any particular processing activity we carry out is set out below in our detailed table of processing activities.
- The right to object to any automated decision-making about you which produces legal effects or otherwise significantly affects you.
- Where the lawful basis for processing your data is consent, you have the right to withdraw your consent at any time. When you tell us you wish to exercise your right, we will stop further processing of such data. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting Mr Jeremy Bennett, Bursar, Pembroke College, Oxford, OX1 1DW. Email: DPO@pmb.ox.ac.uk
Further guidance on your rights is available from the Information Commissioner’s Office (https://ico.org.uk/). You may also wish to contact Jeremy Bennett, Bursar, Pembroke College, Oxford. OX1 1DW ,( DPO@pmb.ox.ac.uk) if you are considering how or whether to exercise your rights.

You have the right to complain to the UK’s supervisory office for data protection, the Information Commissioner’s Office if you believe that your data has been processed unlawfully.

**Future changes to this privacy notice, and previous versions**

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

**Version control: V.1.0 (May 2018)**
<table>
<thead>
<tr>
<th></th>
<th>Category of personal data</th>
<th>Source of the data</th>
<th>Why we process it</th>
<th>How long we keep this data</th>
<th>Our lawful basis for processing</th>
<th>Data relating to teachers (where applicable)</th>
<th>Special category grounds</th>
<th>Special category details of public interest or historical importance</th>
<th>Criminal conviction/criminal allegation grounds (where appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
<td>We obtain this data from you; We generate this data about you; We may receive decisions from third parties that provide financial support.</td>
<td>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.</td>
<td>Successful applicants, for 12 months after end of the application cycle. Unsuccessful applicants who do not enrol: 12 months after the last date when you could have enrolled.</td>
<td>You have given your consent to the processing for one or more specific purposes.</td>
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<td>2</td>
<td>Records of open days: these include attendees’ names and contact details, records of attendance at subject meetings and any accommodation bookings we make (and if you book accommodation, details of who you would like us to contact in case of emergency).</td>
<td>We obtain this data from you.</td>
<td>For six months after the open day.</td>
<td>Processing is necessary for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.</td>
<td>The College and prospective students have a legitimate interest in arranging and attending open days to share and learn about College life before deciding whether to apply.</td>
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<td>3</td>
<td>Information you provide to us or the University of Oxford during the application process, including with your UCAS and graduate application forms consisting of your name, intended course, preferred Colleges, contact details, gender identity, education and employment history, predicted grades, language proficiency, personal statement, references and any research proposal or written work that you submit during the application process.</td>
<td>We obtain this data from the University of Oxford.</td>
<td>To make admission decisions.</td>
<td>Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.</td>
<td>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.</td>
<td>The College has a legitimate interest in administering applications and deciding who should be offered places.</td>
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<tr>
<td>4</td>
<td>Records of our admissions decisions, including decision letters that we send to applicants, notes of your interview performance, feedback we provide you on your application, records of the offers we make, records of whether you accept the offer, and where you do, records of whether you meet the conditions of the offer and records of whether you enrol at the College. We also receive details of equivalent decisions by the University department that you apply to.</td>
<td>We obtain this data from the University of Oxford.</td>
<td>To make admissions decisions and inform you of the outcome.</td>
<td>Successful applicants who enrol: Permanently. Unsuccessful applicants: for 12 months after the end of the application cycle. Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.</td>
<td>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.</td>
<td>The College has a legitimate interest in administering applications and deciding who should be offered places.</td>
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Successful applicants who enrol:

We obtain this data directly from the University of Oxford. We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions that you inform us about). Records about whether any conviction poses an unacceptable risk in the collegiate university environment. We also obtain this data from third parties (e.g. statutory bodies). We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions that you inform us about). Records about whether any conviction poses an unacceptable risk in the collegiate university environment.

Unsuccessful applicants: for 12 months after the last date when you could have enrolled.

EITHER for 6 years after the end of the application cycle.

Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.

Unsuccessful applicants: for 12 months after the last date when you could have enrolled.

Permanently.

We process this data in order to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions that you inform us about). Records about whether any conviction poses an unacceptable risk in the collegiate university environment.

The processing must be carried out without your consent as it is necessary for the purposes of our legitimate interests, namely that the College must comply with its statutory obligations concerning health and safety.

We may also share this data with the University.

Successful applicants who enrol:

We obtain this data from the University of Oxford. We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment. We also obtain this data from third parties (e.g. statutory bodies). We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment.

Unsuccessful applicants: for 12 months after the last date when you could have enrolled.

EITHER for 6 years after the end of the application cycle.

Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.

Unsuccessful applicants: for 12 months after the last date when you could have enrolled.

Permanently.

We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment.

The processing must be carried out without your consent as it is necessary for the purposes of our legitimate interests, namely that the College must comply with its statutory obligations concerning health and safety.

We may also share this data with the University.

Successful applicants who enrol:

We obtain this data from the University of Oxford. We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment. We also obtain this data from third parties (e.g. statutory bodies). We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment.

Unsuccessful applicants: for 12 months after the last date when you could have enrolled.

EITHER for 6 years after the end of the application cycle.

Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.

Unsuccessful applicants: for 12 months after the last date when you could have enrolled.

Permanently.

We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment.

The processing must be carried out without your consent as it is necessary for the purposes of our legitimate interests, namely that the College must comply with its statutory obligations concerning health and safety.

We may also share this data with the University.

Successful applicants who enrol:

We obtain this data from the University of Oxford. We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment. We also obtain this data from third parties (e.g. statutory bodies). We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment.

Unsuccessful applicants: for 12 months after the last date when you could have enrolled.

EITHER for 6 years after the end of the application cycle.

Successful applicants who do not enrol: 12 months after the last date when you could have enrolled.

Unsuccessful applicants: for 12 months after the last date when you could have enrolled.

Permanently.

We process this data in order to consider whether to make reasonable adjustments (in the case of disability) or to take steps to enter into a contract or to perform a legal obligation (in the case of the processing of criminal convictions). Records about whether any conviction poses an unacceptable risk in the collegiate university environment.

The processing must be carried out without your consent as it is necessary for the purposes of our legitimate interests, namely that the College must comply with its statutory obligations concerning health and safety.

We may also share this data with the University.
<table>
<thead>
<tr>
<th>No.</th>
<th>Category of personal data</th>
<th>Source of the data</th>
<th>Why we process it</th>
<th>How long we keep it</th>
<th>Our lawful basis for processing</th>
<th>Details relating to lawful basis (where applicable)</th>
<th>Special category grounds</th>
<th>Special category details of public interest act or where appropriate</th>
<th>Critical condition/exception (where applicable)</th>
<th>Personal/sensitive (grounds)</th>
<th>Critical condition/exception (grounds) (further information)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Your dates of attendance, course of study and outcome of your studies, results of College examinations (“collection”), University examinations, and College and University assessments, awards, scholarships and prizes conferred. Records of your student status, including whether you are in the college, student programme and whether you are a full-time or part-time student. Records of your name, gender/preferred title, official identification headshot/passport style photograph.</td>
<td>We obtain this data from you; We obtain the data from the University of Oxford; We generate this data about you; We obtain this data from you; We obtain this data from third parties, such as health and safety professionals that you ask to provide us with information.</td>
<td>To inform the preparation of examinations, teaching or learning or when you need to take account of medical or safety reasons; or where there is a medical or health emergency, and any decisions that we take as a result.</td>
<td>20 years after the end of the academic year you were first a registered student.</td>
<td>Processing is necessary for the 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.</td>
<td>The College has a legitimate interest in processing this data so that it can deliver your course. When 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.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>2</td>
<td>Information about your health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.</td>
<td>We obtain this data from you; We obtain the data from the University of Oxford; We obtain this data from you; We obtain this data from third parties, such as health and safety professionals that you ask to provide us with information.</td>
<td>To enable such equality to be promoted or opportunity or treatment, with a view to preventing a breach of its obligations under the Equality Act 2010 and/or health and safety legislation. The processing is necessary for reasons of substantial public interest, so 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 public function. In both cases, the processing must be carried out without consent as it is not to prejudice those purposes.</td>
<td>N/A</td>
<td>Processing is necessary for the 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 also necessary for compliance with equality law, and/or food safety law.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>3</td>
<td>Information about your heritage, ethnic origin, religious or philosophical beliefs and/or biometric data for the purpose 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.</td>
<td>We obtain this data from you; We obtain the data from the University of Oxford; We obtain this data from you; We obtain the data from you.</td>
<td>To enable such equality to be promoted or opportunity or treatment, with a view to preventing a breach of its obligations under the Equality Act 2010 and/or health and safety legislation. The processing is necessary for reasons of substantial public interest, so 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 public function. In both cases, the processing must be carried out without consent as it is not to prejudice those purposes.</td>
<td>N/A</td>
<td>Processing is necessary for the 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.</td>
<td>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.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>4</td>
<td>Records of student performance and attendance, including records of student self-assessment.</td>
<td>We obtain this data from you; We generate this data about you; We obtain this data from you.</td>
<td>To help develop and guide you during your studies, our tutors monitor and assess your contributions to tutorials, including your written work, provide feedback and may ask you to self-assess your progress.</td>
<td>N/A</td>
<td>Processing is necessary for the 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.</td>
<td>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.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to assessment deadlines, and requests for extensions to deadlines for written work and submission of extenuating circumstances. Decision-making about such requests and records of actions taken.</td>
<td>We obtain this data from you. We process this data and make decisions about you when you ask us to, and in accordance with the College’s policies relating to such requests. 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. 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.</td>
<td>Substantial public interest under the UK Data Protection Act 2018.</td>
<td>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. This 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.</td>
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<td>Records of student helpers/hosts at open days, consisting of the names and contact details of the helper/host, records of the hours worked.</td>
<td>We obtain this data from you.</td>
<td>We generate this data from you.</td>
<td>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.</td>
<td>Substantial public interest under the UK Data Protection Act 2018.</td>
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<td>Details of your accommodation tenancy or licence agreements, including the duration of your occupancy, payments you have made and decisions about accommodation applications.</td>
<td>We obtain this data from you.</td>
<td>We generate this data from you.</td>
<td>In order to provide you with accommodation and operating it efficiently and safely. 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.</td>
<td>Substantial public interest under the UK Data Protection Act 2018.</td>
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<td>Other records relating to your accommodation, for example your contract information, accommodation requests and preferences, leasing forms for students and guests, records of any family members or dependants who occupy the accommodation, records of overnights guests, last property inspection, rental of fridges, records of your accommodation inventory and of the availability/fitness of your accommodation throughout your occupancy.</td>
<td>We obtain this data from you.</td>
<td>We generate this data from you.</td>
<td>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. 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.</td>
<td>Substantial public interest under the UK Data Protection Act 2018.</td>
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<td>Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to assessment deadlines, and requests for extensions to deadlines for written work and submission of extenuating circumstances. Decision-making about such requests and records of actions taken.</td>
<td>We obtain this data from you. We process this data and make decisions about you when you ask us to, and in accordance with the College’s policies relating to such requests. 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. 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.</td>
<td>Substantial public interest under the UK Data Protection Act 2018.</td>
<td>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. This 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.</td>
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<td>No.</td>
<td>Information (excluding your contact information) and details of receiving and payment (including payment information such as credit card (banking payment information) of &quot;battels&quot;, namely: College fees, accommodation, deposits, food and drink, laundry, use of sporting and other facilities as we have arranged with you</td>
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<td>10</td>
<td>We obtain this data from you. We generate this data about you. In order to provide your course, accommodation and associated services. Records relating to invoicing and payment details will be retained for six months after the date on which you cease to be a registered student at the College. The processing is necessary for performance of our contract with you.</td>
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<td>11</td>
<td>We also collect University Fees on behalf of the University. Information that you submitted to UCAS and/or to us on your application, or during your admission, including feedback we provide. Communications between us about your application or interview. Details of any references, written statement; details of our admissions decision grades, language proficiency and personal information. Of your application or interview.</td>
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<td>12</td>
<td>We obtain this data from the University of Oxford. We generate this data from you; We may also obtain this data from schools, or referees. Where criminal convictions, incidents or allegations are declared or reported to us, we will keep this data permanently. Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of the College’s obligations under health and safety legislation. Where the College requires DBS checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults. The processing is also necessary for the exercise of a protective function. In both cases, the processing must be carried out without consent as it is not to prejudice those purposes.</td>
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<td>13</td>
<td>We obtain this data from you. We generate this data about you. In order to provide your course, accommodation and associated services. We obtain this data from the University of Oxford. Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the date the certificate is received and a detailed record that the check was satisfactory or unsatisfactory. Where criminal convictions, incidents or allegations are declared or reported to us, we will keep this data permanently. Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of the College’s obligations 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. Where the College procures special category data for these purposes, the processing is necessary for the 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 as it is not to prejudice those purposes.</td>
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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 guarantor from parents or others, and supporting information or evidence about funding (e.g. loans, grants, sponsorship) and/or self-funding resources (including copies of evidence you supply) and decisions that we make in light of that information.

To enable the College to function and to understand the needs of all its members and visitors, the College has a legitimate interest in the College being able to maintain a record of its cultural 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 wider record of what its members have achieved over time.

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 wider record of what its members have achieved over time.

To ensure the performance of our contract with you.

Processing is necessary for the performance of a contract with you.

Processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is also necessary for the exercise of a protective function.

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 also necessary for the exercise of a protective function.

Where the College processes special category data for these purposes, the College is exercising substantial public interest, namely the College must comply with its statutory obligations concerning equality and to make reasonable adjustments.

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Where the College processes special category data for these purposes, the College is exercising substantial public interest, namely the College must comply with its statutory obligations concerning equality and to make reasonable adjustments.
Information and copies of records containing your entitlement to study in the UK, including records of your confirmation of acceptance for studies, passport, student access/identity card, biometric residence permit, attendance records. We also have access to the University’s systems that show 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 ceased to be a registered student.

Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation; Processing is necessary for compliance with a legal obligation; Processing is necessary for compliance with a legal obligation; Processing is necessary for the College to meet the requirements of UK Visas and Immigration law obligations.

The College, its students and the University have a legitimate interest in the College 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 law.

24

Ask any student applying for undergraduate admissions to provide applications before they arrive, and making any adjustments 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 has records of students’ entitlement to study. We also provide the University with students’ home, 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.

We obtain this data from you in order to attend committee meetings.

Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you; Processing is necessary for the College to meet the requirements of UK Visas and Immigration law obligations.

The College, its students and the University have a legitimate interest in the College 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 law.

25

Emergency contact details

We obtain this data from you in order to contact people when you cease to be a registered student.

Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you.

The College and its students have a legitimate interest in the College being able to contact someone you nominate for emergency situations.

Explicit consent

26

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. We generate this data about you for 6 years after the end of the academic year you cease to be a registered student.

Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you.

The College and its students have a legitimate interest in being able to take account of relevant circumstances when providing your course.

Explicit consent

27

Information about your contextual admissions and qualifications, personal details, university card number, contact details and any carer responsibilities that you tell us about.

We obtain this data from you in order to deliver your course and take account of your circumstances when we deliver it.

Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you; Processing is necessary for performance of our contract with you.

The College has a legitimate interest in ensuring that people from a range of backgrounds have the opportunity to attend the College, and 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 undergraduate admissions process.

Explicit consent

28

Records of attendance at and participation in College committee meetings.

We generate this data about you when you are a student member of a College committee and details of your involvement in the meeting and internal communications.

Processing is necessary for the College to meet the requirements of UK Visas and Immigration law obligations.

The College has a legitimate interest in being able to take account of relevant circumstances when providing your course.

Explicit consent

29
Applications for and decisions about financial support

We obtain this data from you
We generate this data about you
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.

We may receive decisions from third parties that provide financial support

6 years after the end of the academic year 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.

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.

Records relating to degree ceremonies:

We obtain this data from you
We generate this data about you
In order to provide and operate degree ceremonies.

Processing is necessary for performance of our contract with students.

6 years after the end of the academic year 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 receiving, considering and making decisions about financial support in the interests of its students.

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
We receive this information from third party donors.

In order to decide who is to receive scholarships, awards or prizes.

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.

Records concerning nominations and decisions to confer prizes, scholarships and awards 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.

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 will only share your information with such a donor with your consent.

Records relating to student 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, settlement payments, considering and implementing other measures to recover debts such as late-payment charges, disciplinary options and/or debt recovery action.

Records of outstanding payments will be retained until they are paid in full (or a final decision is made in relation to recovery of the debt). Information will otherwise be retained for 6 years from the date on which you cease to be a registered student of 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 data protection rights and freedoms.

The College has a legitimate interest in being able to recover debts owed by students and former students.

Library access and book records:

We generate this data about you
In order to operate College library facilities.

These records will be retained for a period of one year from the date of closure of your library account.

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 operate its library and collect fines in accordance with its regulations and procedures.
| 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; interest is suspended 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. | 8 years after the end of the academic year in which you ceased to be a registered student at 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 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. |
| 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; interest is suspended 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. | 8 years after the end of the academic year in which you ceased to be a registered student at 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 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. |
| Records of students who have opted out of public display of their identity/scholarship/scholarly output [series] | 6 years after the end of the academic year in which you ceased to be a registered student at the College. | Processing is necessary for performance of our contract with you. | Processing is necessary for compliance with a legal obligation. | The College and its staff have a legitimate interest in providing and having access to support and counselling services. |
| By making information about events and further information about the College and University available to students to participate in outreach activities. | 3 months after the end of the academic year in which you ceased to be a registered student at 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 data protection rights and freedoms. | The College has a legitimate interest in promoting the College to potential applicants. Permanently. |
| Information that appears in marketing and outreach materials, such as photographs of student experience, records of any students that participate in outreach activity. | 6 months after the end of the academic year in which you ceased to be a registered student at 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 data protection rights and freedoms. | The College has a legitimate interest in being able to provide basic medical advice and treatment to its students. |
| Records of students who have opted out of public display of their identity/scholarship/scholarly output [series] | 8 years after the end of the academic year in which you ceased to be a registered student at 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 data protection rights and freedoms. | The College has a legitimate interest in maintaining its archive of College life. For 3 years after the end of the academic year. |
| Records of consultations and any medical treatment or advice given by the College and its staff | 3 years after the end of the academic year in which you ceased to be a registered student at 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 data protection rights and freedoms. | The College has a legitimate interest in maintaining its archive of College life. For 6 years after the end of the academic year. |
| 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; interest is suspended 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. | 8 years after the end of the academic year in which you ceased to be a registered student at 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 data protection rights and freedoms. | The College has a legitimate interest in maintaining its archive of College life. For 3 years after the end of the academic year. |
| 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; interest is suspended 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. | 8 years after the end of the academic year in which you ceased to be a registered student at 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 data protection rights and freedoms. | The College has a legitimate interest in maintaining its archive of College life. For 6 years after the end of the academic year. |
We generate this data about you where we are asked to provide a reference for you. Copies of references will be kept for six years from the date of provision of the reference document noting that a reference was provided will be retained on your permanent record. 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.