

This privacy notice applies to Pembroke College: current staff, office holders and senior members

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 current staff, office holders and senior members (“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. In addition to those employed by, or otherwise holding College positions, this notice should be read by the self-employed providers and other contractors engaged to provide services to the College. Personal data relating to volunteers who assist with College fundraising, projects and events is also covered by this notice.

This notice does not form part of any contract of employment or other contract to provide services.

For the parts of your personal data that you supply to us 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. current 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 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)**

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”.

Data protection law requires Pembroke College (“us” or “we”), as data controller for your data:

- 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 College’s Contact Details

If you need to contact us about your data, please contact: Mr Jeremy Bennett, The Bursar, Pembroke College, OX1 1DW. Email: DPO@pmb.ox.ac.uk

What personal data we hold about you and how we use it

We may hold and use a range of data about you at different stages of our relationship with you. We might receive this data from you; we might create it ourselves, or we might receive it from someone else (for example if someone provides us with a reference about you).

Categories of data that we collect, store and use include (but are not limited to):

- The contact details that you provide to us, including names, addresses and telephone numbers.
- Your position, role, contract terms, grade, salary, benefits and entitlements.
- Records about your recruitment, including your application paperwork, details of your qualifications, references (including names and contact details of referees), requests for special arrangements, communications regarding our decisions, and relevant committee and panel reports.
- Details of any relevant criminal convictions or charges that we ask you to declare to us, either when you apply to us, or during your membership of the Pembroke

College. Relevant criminal convictions or charges are those that indicate you might pose an unacceptable risk to students or staff. Further, your role at the Pembroke College may require that we conduct a Disclosure and Barring Service check, which will provide us with details of any relevant criminal convictions and/or cautions that you have received.

- Copies of passports, right to work documents, visas and other immigration data.
- Details of any medical issues and/or disabilities that you have notified to us, including any consideration and decision on reasonable adjustments made as a result.
- Equality monitoring data.
- Dietary requirements
- Your financial details, including bank and building society account numbers, sort codes, BACS IDs, NI numbers, tax codes, payslips and similar data.
- Pensions membership data, including identification numbers, quotes and projections, terms benefits and contributions.
- Learning and development records, including your attendance, completions, accreditations and certifications.
- Capability procedure records, including performance indicators, records of review meetings, feedback, decisions and outcomes.
- Promotion and progression records, including applications, references and supporting materials, records of deliberations and decisions, feedback and awards.
- Records regarding grievances, disciplinary proceedings or investigations prompted by, involving or relating to you.
- Attendance and absence records, including leave requests, sickness records and related data.
- Photographs, audio and video recording.
- Computing and email information, including login information for our IT systems, IP address(es), equipment allocated to you and records of network access.
- Biometric data, [either] as part of mandatory immigration records, or for use with the Pembroke College CLOCKRIGHT system.

Further categories of data that we hold in relation to current staff, office holders and senior members are set out below in our Record of Processing Activity.

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 purpose(s).

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 necessary to comply with a legal obligation;
- Where it is necessary for the performance of a task in the public interest;
- 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 personal information, 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 information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

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 information in the following circumstances:

- Where processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on Pembroke College or you in connection with employment, social security or social protection; or
- With your explicit written consent; or
- Where it is necessary in the substantial public interest, in particular:

- for the exercise of a function conferred on Pembroke College or anyone else by an enactment or rule of law; 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 appropriate policy documents and/or other safeguards which we are required by law to maintain when processing such data.

Less commonly, we may process this type of information 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 information 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

Details of the lawful bases we rely on for the processing of the categories of data that we hold in relation to current staff, office holders and senior members are set out below in our Record of Processing Activity. Details of retention periods, plus details of parties to whom we transfer data, and on what basis, are available below.

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

Most data that you provide to us is processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

- Copies of your passport, right to work, and visa information will be collected by us at the time of your application to enable us to comply with UK Immigration and Visa requirements. We may also be required by law to retain that data, along with related information (such as your application paperwork, short-lists and selection committee papers) until a certain point after your employment with the College ends.

- Financial data, including your account number and sort code, BACS ID, NI number, salary, tax codes and payments information are collected by us at the time of your appointment to enable us to pay you in accordance with the contract between us.
- You have a contractual obligation to inform us of relevant conflicts of interest affecting your involvement in Pembroke College management and decision-making. Failure to do so may undermine the reputation and integrity of the Pembroke College, and may have legal implications.

The consequences for any failure to provide such data will depend on the particular circumstances. For example, a failure to provide copies of your passport, right to work and visa information, may mean that we are unable to enter into, or continue, with your employment. A failure to notify the Pembroke College of relevant conflicts of interest may result in disciplinary proceedings being commenced.

Some data that you give to us is provided on a wholly voluntary basis – you have a choice whether to do so. Examples include:

- Equality monitoring data, which is requested by the College as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.
- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when considering whether to make a reasonable adjustment.

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 generate about you, such as when processing your application, arranging payments, and/or in relation to accommodation provided by Pembroke College;
- The University of Oxford, which operates a number of systems that Colleges have access to, including systems that allow Pembroke College to access your [teaching allocation records and schedules];
- Your previous educational establishments and/or employers if they provide references to us;

- Fellow members of Pembroke College, 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.

Our Record of Processing Activity below indicates the sources of each of the various categories of data that we process.

How we share your data

We do not, and 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.

Examples of bodies to whom we are required by law to disclose certain data include, but are not limited to:

Organisation	Why?
Home Office; UK Visas and Immigration	To fulfil Pembroke College's obligations as a visa sponsor
Disclosure and Barring Service (DBS)	Required for certain posts to assess an applicant's suitability for positions of trust or where the post works with vulnerable people or children.
The Higher Education Funding Council for England (HEFCE)	Data submitted for the Research Excellence Framework (REF) which is a system for assessing the quality of research in higher education.
HM Revenues & Customs (HMRC)	Real time information released to HM Revenue & Customs (HMRC) in order to collect Income Tax and National Insurance contributions (NICs) from employees.

Examples of bodies to whom we may voluntarily disclose data, in appropriate circumstances, include but are not limited to:

Organisation	Why?
Other Colleges and/or PPH's within the University of Oxford, University offices and/or departments	Where a member is employed by or connected to both organisations, or are providing services in different parts of the collegiate university, we may need to share relevant data for the proper functioning of relevant contracts and services.
Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders, or collection of a tax or duty.	For the prevention, detection or investigation of crime, for the location and/or apprehension of offenders, for the protection of the public, and/or to support the national interest.
Mortgage lender and letting agencies	In order to allow these organisations to verify for mortgages and tenancy agreements. Release of this information is subject to a written request being received from the employee.
Universities Superannuation Scheme (USS) [insert any other pension scheme detail here]	In order to provide data required for the provision of pensions by these providers.

Organisation	Why?
Higher Education Statistics Agency (HESA)	Some information, usually in pseudonymised form, will be sent to the HESA for statistical analysis and to allow government agencies to carry out their statutory functions.
Occupational Health providers	To enable the provision of these facilities.
Third party service providers	To facilitate activities of Pembroke College. Any transfer will be subject to an appropriate, formal agreement between Pembroke College and the processor.

Where information is shared with third parties, we will seek to share the minimum amount of information necessary to fulfil the purpose.

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 extensive information on the categories of recipients of your data is set out in a table below.

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.

Otherwise, 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.

Automated decision-making

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

How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements.

Details of expected retention periods for the different categories of your personal information that we hold are set out in our Record of Processing Activity below.

Retention periods may increase as a result of legislative changes, e.g. an increase in limitation periods for legal claims would mean that Pembroke College is required to retain certain categories of personal data for longer. Any such changes will be reflected in updated versions of our Record of Processing Activity.

If there are legal proceedings, a regulatory, disciplinary or criminal investigation, suspected criminal activity, or relevant requests under data protection or freedom of information legislation, it may be necessary for us to suspend the deletion of data until the proceedings, investigation or request have been fully disposed of.

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 and exception 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 in our detailed table of processing activities [LINK].

- 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**. 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 the Pembroke College Data Protection Officer at **DPO@pmb.ox.ac.uk**

If you wish to exercise any of your rights in relation to your data as processed by Pembroke College, please contact our Data Protection Officer at DPO@pmb.ox.ac.uk. Some of your rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

Further guidance on your rights is available from the Information Commissioner's Office (<https://ico.org.uk/>). You have the right to complain to the UK's supervisory office for data protection, the Information Commissioner's Office at <https://ico.org.uk/concerns/> if you believe that your data has been processed unlawfully.

Future changes to this privacy notice

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

Version control: V.1.0 (May 2018)

ROPA : Staff, office holders and senior members

ID.	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)
1	Dietary information	We obtain this data from you	To ensure that you are provided with foods meeting your personal, philosophical and health requirements.	We retain this information for the length of your employment contract, in order to ensure you are provided with foods meeting your personal requirements. This information will be deleted immediately upon termination of your employment.	Processing is necessary for performance of our contract with you Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with food safety and food standards law. We, and you, also have a legitimate interest in ensuring that you receive appropriate service on an ongoing basis.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data in relation to your dietary requirements, the College does so in pursuit of its compliance with consumer protection, health and safety and equality legislation. It processes the data for the purposes of preventing an unlawful breach of such legislation and/or the exercise of functions pursuant to its legal obligations.	N/A	
2	Recruitment records: your personal contact details, application paperwork, evidence of qualifications, references, requests for special arrangements or waiver of eligibility criteria, and selection committee reports. (Not including criminal conviction data, if applicable).	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you	To enable us to consider whether to enter into a contract of employment with you. Certain parts of the record are also held as part of College compliance with immigration law, and/or entered into the College archive after 6 years.	Unsuccessful applicant data is erased after [one] calendar year has passed, except: 1. to the extent that details are recorded in College administrative records, such as Governing Body paper and minutes, such documents are stored in the College archive permanently. 2. where the successful applicant is a Tier 2 or Tier 5 visa applicant, sponsored by the College, copies of the following recruitment records (for all shortlisted applicants in the relevant recruitment process) will be kept by the College for the time periods required under UK Visas and Immigration guidance, as amended from time to time: (1) All applications shortlisted for final interview in the medium in which they were received (e.g. emails, application form, cv). (2) The names and total number of applicants short-listed for final interview (3) Notes from the final interviews conducted (4) Documented reasons why each rejected EEA national who attended a final interview was not employed. Reasons must directly relate to the essential selection criteria for the post.	Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	N/A		
3	Passport, right to work and visa information.	We obtain this data from the University of Oxford We obtain this data from you	To enable us to assess your right to work in the United Kingdom and take steps to meet immigration requirements where necessary.	These records must be kept for the duration of employment and for a further two years after the University ceases to sponsor the visa holder [Home Office and UK Visas and Immigration retention requirement].	Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary for compliance with immigration and employment law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	N/A		
4	Appointment records: criminal conviction and Disclosure and Barring Service information.	We obtain this data from you Third party	As part of the application process to assist us in making recruitment decisions.	For 6 months following your appointment to the relevant role. Information relating to criminal convictions collected in the course of the recruitment process will be deleted once the DBS check has yielded a satisfactory or unsatisfactory result. DBS certificate information will be retained for 6 months from the date of your appointment.	Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that a role will involve working with minors, processing is necessary for compliance with safeguarding law.	N/A	The processing meets a condition in Parts 1-2 of Schedule 1 to the Data Protection Act 2018	Processing is necessary for the purpose of performing or exercising obligations or rights imposed or conferred by law in connection with employment, in circumstances where the College has an appropriate policy document in place. Processing is necessary for the protection of the public against dishonesty, unfitness or incompetence.	

5	Recruitment records: equality monitoring data. This may consist of data concerning health, sexuality, ethnicity or religious beliefs.	We obtain this data from you	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept in perpetuity in an anonymised form for College records and monitoring purposes.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, sexuality, ethnicity or religious beliefs and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.	N/A	
6	Recruitment records: communications regarding our decisions (rejections, shortlists, interview invitations, offers)	We obtain this data from the University of Oxford We generate this data about you	To document the process under which applicants are considered for positions, and successful applicants are engaged as employees or office-holders at the College.	Recruitment records of successful applicants will be retained for 7 years from the date of the end of your contract of employment. Recruitment records for unsuccessful applicants will be destroyed three months from the date of completion of the recruitment process.	Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation	The College stores various records in compliance with immigration law requirements.	N/A		N/A	
7	Appointment records: role details, negotiations, probation period and contract details.	We obtain this data from the University of Oxford We generate this data about you	To record the terms under which staff and office-holders are engaged by the College.	Appointment records will be retained for 7 years from the date of termination of your employment. This is in order to maintain complete and accurate records of your employment contract.	Processing is necessary for performance of our contract with you		N/A		N/A	
9	Appointment records: Equality monitoring data	We obtain this data from you	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept permanently in an anonymised form for College records and monitoring purposes.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with our obligations under equality law, employment law and laws specific to the higher education sector.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, sexuality, ethnicity or religious beliefs and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality. In relation to College archives, the College has a legitimate interest in holding a record of its equality information over time.	N/A	
10	Recruitment records: medical/health and disability information	We obtain this data from you	To enable us to make appropriate adjustments during the recruitment process	One year from the time a decision is made on the application.	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with equality law	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
11	Appointment records: medical/health and disability information	We obtain this data from you	To enable us to make reasonable adjustments on commencement of your employment by the College.	This information will be held for three months from the date of the end of your employment.	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with equality law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
12	Photographs (formal)	We generate this data about you	To enable visual identification of staff and office-holders for security purposes. To publish images of staff and office-holders to enable identification by students, colleagues and third parties.	Permanently. This data will be held as part of the skeleton record of your employment for the purposes of College records and archives.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in ensuring the security of our premises and the exclusion of non-authorised individuals. We, your colleagues, students and others also have a legitimate interest in being able to identify you. In relation to College archives, the College has a legitimate interest in holding a visual record of employees and office-holders over time.	N/A		N/A	
13	Bank account, sort code and personal card details, expense allowances and expense claims.	We obtain this data from you	To enable us to monitor expense claims made and make necessary payments.	Data relating to expenses allowances and expense claims will be retained for 7 years from termination of your employment.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in operating and ensuring appropriate use of the College expenses system.	N/A		N/A	
14	Bank account, sort code, BACS ID, National Insurance number, salary details, payslips, bonus details, tax forms, tax codes and payments information.	We obtain this data from you We generate this data about you Third party	Processing is necessary for the operation of the College payroll and benefits system.	PAYE and payroll data will be retained for 7 years from termination of your employment for the purposes of reporting to HMRC.	Processing is necessary for performance of our contract with you		N/A		N/A	

15	Security records, including CCTV, access control records and access logs. Security incidents, accident reports and health and safety records.	We generate this data about you	To monitor the attendance of people on College premises, as part of the College's safety and security arrangements.	CCTV records, access control, and access logs are retained for six months. Security incidents, accident reports, and health and safety records are retained for 6 years from creation. If such incidents are mentioned during governing body sessions, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and residents of the College, have a legitimate interest in restricting access to College property to authorized persons, maintaining a record of access and maintaining a record of incidents occurring on College property.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	The College also processes special category information in pursuit of a substantial public interest under the Data Protection Act 2018: exercising our functions and/or detecting or preventing unlawful acts under Health and Safety and similar legislation.	The processing is necessary in connection with legal proceedings (including prospective legal proceedings), obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018.	Where data is recorded concerning criminal offences/allegations relating to you.
16	Allocation of key fobs/access cards.	We generate this data about you	To enable you to access College facilities while maintaining the security of the College	This information will be retained for one year after termination of your employment.	Processing is necessary for performance of our contract with you		N/A		N/A	
17	Housing applications, information, decisions and arrangements: tenancy applications, related correspondence, tenancy agreements, rents, deposits and fee details.	We obtain this data from you We generate this data about you	For the management of College-owned housing used for employee and office-holder occupation.	Records relating to housing applications will be retained for 7 years from the date on which the tenancy ends (HMRC retention requirement).	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for compliance with a legal obligation . .	We are required by law to place deposits in certain deposit schemes, and hold appropriate records in relation to the same.	N/A		N/A	
18	Housing applications, information, decisions and arrangements: details of College-owned residential property occupants, including names, ages, disability details, nationality and immigration status data.	We obtain this data from you	For the proper management of College-owned housing used for employee and office-holder occupation.	These records will be retained for one year from the date on which the tenancy ends, or until superseded by a follow-up check (Home Office retention requirements).	Processing is necessary for performance of our contract with you Processing is necessary in order to take steps at your request prior to entering a contract Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms . .	We are required by law to confirm and hold appropriate records regarding the immigration status of tenants. We also have a legitimate interest in knowing who the occupants of College properties are.	Explicit consent		N/A	
20	Photographs (informal)	We obtain this data from the University of Oxford We generate this data about you Third party	Photographic records of College life, including attendance at events and society memberships, are created on an ongoing basis. The College archives collect and store copies of such materials.	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 . .	The College has a legitimate interest in creating a historical archive recording College life.	N/A		N/A	
21	Pension membership data including identification numbers, quotes and projections, terms, opt-in and opt-out notices, benefits and contributions.	Third party	In order to enable your enrolment in to your pension scheme and to make our contribution	Most records relating to your pension will be retained for up to 6 years following the end of your employment. After that time, only a skeleton record will be held, setting out the name of the provider, the date the employee joined the pension scheme and (where applicable) the date of retirement. It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms . .	We, and you, have a legitimate interest in being able to request this data from the pensions provider at your request, and discussing it with you, including any implications of adjustments.	N/A		N/A	
	Other data relating to your occupational pension scheme, including: (a) death in service benefit nominations; (b) health information about you (as a result of incapacity retirement benefit); (c) information about your spousal or other relationships which might identify your sexuality; (d) absence information, which might allow the reverse engineering of trade union affiliation in the case of strike absences.	We obtain this data from you We generate this data about you	In order to be able to provide required information to your occupational pension scheme provider.	Most records relating to your pension will be retained for up to 6 years following the end of your employment. After that time, only a skeleton record will be held, setting out the name of the provider, the date the employee joined the pension scheme and (where applicable) the date of retirement. It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms . .	We, and you, have a legitimate interest in being able to provide this information to your occupational pension scheme provider, to enable the provider to operate the pension in accordance with the scheme and your and their respective rights and obligations.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			

22	Details of your attendance at, and participation in, College administrative meetings, including Governing Body, sub-committees and working groups.	We generate this data about you	As a formal record of matters relating to the administration and management of College business. Copies of the records are also provided to and stored by the College Archives.	In perpetuity.	Processing is necessary for the performance of a task carried out in the public interest. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that the business of the relevant bodies forms an integral part of the provision of University education or publicly-funded research carried out in the public interest, the processing is necessary for the performance of the College's public task. As regards other aspects of such records, we have a legitimate interest in compiling a record of administrative and managerial matters, including details of those involved, decisions made and outcomes. The College also has a legitimate interest in the addition of such records to the College archives.	N/A		N/A	
23	Conflict of interest declarations	We obtain this data from you	To enable us to identify when your personal or family interests and/or loyalties conflict with those of the College.	These records will be kept for 6 years from the termination of employment. If declarations are mentioned during governing body sessions, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in understanding when your interests may conflict with those of the College, and when you will be unable to contribute to College management and/or decisions. In certain circumstances we may also have a legal obligation to process this data.	N/A		N/A	
24	Next of kin/emergency contact data	We obtain this data from you	To enable us to contact appropriate individuals in the event that you are injured, become unwell, or there other relevant cause for concern regarding your well-being.	This data will be destroyed within three months of the date of termination of your employment.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	is in you, and our, legitimate interests for us to have the means to contact a family member or other designated representative in a situation where there is significant concern for your welfare.	N/A		N/A	
25	Health and Safety Assessments	We obtain this data from you	To enable us to make appropriate adjustments to your working environment and duties to accommodate changes in your physical and/or mental condition.	This data will be retained for 6 years from the date of termination of your employment, unless the assessment relates to the conduct and results of risk assessments of work which exposes employees to asbestos where records of assessments will be retained for 40 years.	Processing is necessary for compliance with a legal obligation	Processing is necessary to comply with Health and Safety law	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	N/A		
26	Staff rotas, flexible and part-time working arrangements, time sheets, casual work claim forms, and attendance records	We generate this data about you	For payroll administration and employee performance monitoring.	This data will be retained for 7 years.	Processing is necessary for performance of our contract with you		N/A		N/A	
27	Probation period records, including dates, duration, feedback and evaluations, and materials relating to any decisions made.	We obtain this data from the University of Oxford We generate this data about you	To manage the probationary period in line with your contract with the College and College procedures.	This data will be retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you		N/A		N/A	
28	Learning and development records, including your attendance, completions, and certifications.	We obtain this data from you We generate this data about you Third party	As part of an accurate and up to date record of your employment by the College.	This data will be held for 6 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing in some instances is necessary to comply with our legal obligations in relation to the mandatory provision of training on specific issues to employees and office holders. We, and you, also have a legitimate interest in our holding an up to date record of your learning and development achievements, for workforce planning and recognition. We also have a legitimate interest in holding this data in the College Archive as part of our record of College life.	N/A		N/A	
29	Promotion and progression materials including applications, references and supporting materials, records of deliberations, decision notifications, feedback and awards; long service awards.	We obtain this data from the University of Oxford. We obtain this data from you. We generate this data about you. Third party	For the proper functioning of the promotion application and award process. relevant personal data may also be placed in the College archives as part of the record of College committee discussions.	This data will be retained for a period of 6 years from termination of your employment. Data which is of particular public, scientific or historical interest will be retained in perpetuity as part of the College archives.	Processing is necessary for performance of our contract with you. Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	in relation to College archives, the College has a legitimate interest in holding records about employee and office-holder advancement.	N/A		N/A	

30	Grievances and related investigations raised with the College and relating to you, including records of any investigation and/or decision that we take, and of any subsequent appeal or resolution.	We obtain this data from you We generate this data about you Third party	As an employer we are required to make appropriate records as part of the handling of grievances and related investigations.	Data will be retained for 7 years from the date of investigation, or the date of the decision resulting from the grievance process, whichever is later.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing of this data is necessary to comply with employment law. We, you, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws
31	Teaching schedule information, including details of subjects taught, and size, timing and location of teaching sessions.	We generate this data about you	As part of the administration and management of College teaching activities.	This data will be retained for one year from the end of the relevant academic year.	Processing is necessary for the performance of a task carried out in the public interest. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College and its students have a legitimate interest in processing data relating to teaching schedules and related information.	N/A		N/A
32	Pastoral care records (College provision of pastoral care to students), including details of your pastoral responsibilities, advisees, interventions and advice.	We obtain this data from you We generate this data about you	As part of the records of students advisees, and to create a record for future consultation in the event of complaints. Lists of tutor groups are retained in the College archives.	This data will be retained for a period of 6 years from the date on which the student left the College.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in recording pastoral care information, in order to assess the proper functioning of the pastoral care system and to be able to handle complaints received in relation thereto. Advisees also have a legitimate interest in the creation of appropriate records of pastoral care received.	N/A		N/A
33	Room bookings	We obtain this data from you We generate this data about you	As part of the administration and management of College property.	This data will be retained for one year from the end of the relevant academic year.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in the proper management of College facilities, in maintaining the security of College premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking College facilities.	N/A		N/A
34	Contact details (name, addresses, telephone numbers), as amended from time to time.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you	In order to be able to contact you in your role as an employee or office holder at the College, and (where applicable) to comply with immigration law. These details will also appear on documents and materials held in the College archive.	Your contact details will be retained for a period of 6 years from the date of termination of your employment.	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		N/A		N/A
35	Disciplinary or harassment records: if a disciplinary, harassment or similar complaint is made to the College in relation to you, including records of any investigation and / or decision that we take, dismissal records, settlements, and of any appeals process.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To investigate, consider and reach conclusions in relation to employee and office holder disciplinary matters.	This data will be kept for 6 years from the outcome of the investigation or related disciplinary decision. Where appropriate, a reference to the fact disciplinary proceedings took place and the relevant date will be retained on your skeleton employment record permanently.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws
37	Appraisal information, including objectives, feedback given to and received about you, records of appraisal discussions and Personal Development Plans	We obtain this data from you Third party	To monitor, assist in and record your professional development.	These records will be kept for three years from the date that they are superseded by an updated appraisal, or three years following the termination of your employment (whichever is longer).	Processing is necessary for performance of our contract with you	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	

38	Sabbatical entitlements, including proposed dates, historical sabbatical periods, plans for the use of sabbatical time and reports on sabbaticals taken.	We obtain this data from you We generate this data about you	For the management of your sabbatical entitlements, to ensure sufficient cover for your role during your absence, and as part of your record of employment with the College. To the extent that sabbatical data is discussed in College committee, personal data may also be recorded in the College archive in the meeting minutes.	This data will be kept for 7 years from end of the tax year in which sabbatical discussions take place. If discussions relating to sabbatical entitlements are mentioned during governing body sessions, the minutes will be retained in the College archive in perpetuity.	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public interest. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that our purposes support the provision of teaching within the College, processing is necessary for the performance of a public task. For other purposes, we have a legitimate interest in monitoring and managing the availability of employees and office-holders.	N/A		N/A	
39	References provided by, or in relation to, you	We obtain this data from you We generate this data about you	References in relation to you are provided for number of reasons, including enabling you to seek alternative employment or take up voluntary posts, allowing you to access certain libraries and archives, and for provision to prospective landlords. References provided by you are held in order that the College has a record of recommendations or comments made by employees and office-holders in their official capacity.	Records of references will be kept for one year from the date of provision of the reference. An entry noting that a reference was provided will be retained on your skeleton employment record permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you have a legitimate interest in providing you with references and keeping a record of what was said. We also have a legitimate interest in keeping a record of recommendations or comments made by employees and office-holders in their official capacity.	N/A		N/A	
40	Event and meal bookings, including details of monies stored on College payment systems and any charges paid/outstanding.	We obtain this data from you We generate this data about you	For the management of College catering provision	Records of outstanding payments will be retained until they are paid in full. Records relating to event and meal bookings will be retained for one year after the end of the academic year in which the event took place.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the sound and efficient management of College catering and events, including recording the identity of attendees, and recording and arranging for the recovery of monies owed.	N/A		N/A	
41	Medical questionnaires, notes and occupational health reports, including specifics of health issues, records of consequent adjustments, and communications relating thereto.	We obtain this data from you We generate this data about you Third party	For Occupational Health purposes and in compliance with our obligations under equality legislation.	Records relating to occupational health will be retained for 6 years from the termination of employment. Medical records relating to the Control of Asbestos at Work Regulations or Control of Substances Hazardous to Health Regulations will be retained for 40 years.	Processing is necessary for performance of our contract with you Processing is necessary for compliance with a legal obligation	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws			N/A	
42	Absence records (including but not limited to vacation, maternity/paternity/shared parental leave, time off for dependants, career breaks, etc.)	We obtain this data from you We generate this data about you	To record, monitor, plan for and respond to absences.	Records relating to vacation/maternity/paternity/shared parental leave, time off for dependants, and career breaks will be retained for 7 years from the date of the absence.	Processing is necessary for performance of our contract with you	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	To the extent that absences are due to ill health or reasons linked to 'special category' information as defined under GDPR.		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	To the extent that absences are due to allegations of criminal behaviour or criminal convictions.
43	Opinions and comments made by you on student's academic and other reports, and expressed during or in relation to College meetings (to the extent recorded).	We obtain this data from you We generate this data about you	As part of College records and minutes concerning teaching, management and administration. Copies are provided to the College Archives.	in perpetuity as part of College archives.	Processing is necessary for performance of our contract with you. Processing is necessary for the performance of a task carried out in the public interest. Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	To the extent that the materials in question relate to the education provided at the College, the processing is necessary for the performance of a public task. We also have a legitimate interest in maintaining records of College matters, including reports and discussions thereon. In some circumstances processing will be necessary to comply with our employment, equality or other legal obligations, or in order to fulfil our contract with you.	N/A		N/A	

44	Computer and email information, including login, username and password information for College IT systems, IP addresses of devices you connect to College IT systems, equipment allocated to you, and details of when you connected or logged in to our network, records of internet usage.	We obtain this data from the University of Oxford We generate this data about you	For the proper management of College IT resources.	Records will be destroyed one year after closure of your IT accounts.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in the proper management of College IT resources.	N/A		N/A	
45	Leave and buy-out requests, including records of request consideration and decisions.	We obtain this data from the University of Oxford We obtain this data from you	To manage requests for teaching remission subsequent to successful grant applications.	Records will be retained for 6 years from the date of the decision.	Processing is necessary for performance of our contract with you		N/A		N/A	
46	Sickness records and related documentation, including sickness absence forms, employee 'Fit' notes, return to Work documentation.	We obtain this data from you We generate this data about you Third party	To comply with our obligations as an employer in the management of employees suffering ill health, to monitor reasons for absences, to consider relevant Health and Safety issues arising and to assist in scheduling of employee time.	Sickness records including Medical and Self Certificates will ordinarily be held for 7 years. Where records are known to be those of employees exposed to a substance hazardous to health (i.e. those who have been diagnosed with an asbestos-related illness, or where the College is aware that the employee has been exposed to an actionable levels of asbestos as set out in the Control of Asbestos at Work Regulations 2002; those who have been exposed to lead in accordance with the Lead (Control of Lead at Work Regulations 1980) or those exposed to radiations in accordance with the (Ionising Radiation Regulations 1985)), those records will be retained for 40 years from the termination of employment.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation	Processing is necessary to meet our employment law, and Health and Safety obligations.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
47	Research project and funding applications and renewals.	We obtain this data from the University of Oxford We obtain this data from you	As part of your record as an employee or office holder at the College.	This data will be retained for a period of one year from the completion of the research project or, if unsuccessful, one year from the date of notification that the application was unsuccessful.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in recording the research activities of our employees and office holders, and identifying sources of funding they receive and supporting applications for funding made.	N/A		N/A	
48	Capability procedure records, including reasons for commencing the process, relevant performance indicators, records of review meetings and feedback, decisions and outcomes.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To support the development of our employees and to appropriately manage under-performance.	This data will be retained for 6 years from the end of the capability procedure.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in managing the under-performance of employees appropriately.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	
49	End of employment records, including details of exit interviews, relevant correspondence, and redundancy records (redundancy details, calculations of payments, refunds, notification to the Secretary of State) or termination records.	We obtain this data from you We generate this data about you	To understand the reasons that employees and office holders leave, to identify trends and issues, and to enable us to make improvements going forward. Where employees have left due to redundancy or their contracts have been terminated, we keep records to ensure we can respond appropriately to any ongoing queries.	These records will be retained for 6 years from the date of termination of your employment.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and other members of the College, have a legitimate interest in understanding the reasons that employees and office holders leave. We also have a legitimate interest in holding appropriate records relating to potentially contentious decisions.	Explicit consent	You have consented to the processing. The processing relates to personal data that you have manifestly made public. The processing is necessary in connection with legal proceedings (including prospective legal proceedings) The processing is necessary for the purpose of obtaining legal advice.	Where allegations of, or convictions for, criminal offences are held as part of leaver records, this data will usually be either public information, held for the purpose of obtaining legal advice in connection with legal proceedings, be necessary for the exercise of a function conferred on the College by an enactment or the rule of law, or held in the public interest for the purpose of protecting the public against unfitness, improper conduct or similar. Where no such grounds for processing this data apply, it will be held and processed only based on your consent.	
50	Employee and office-holder benefits scheme membership details, including (where relevant) but not limited to subscriptions for childcare vouchers and details of relevant childcare providers used, healthcare interest free loans and travel passes.	We obtain this data from you We generate this data about you Third party	As part of the proper functioning of the employee and office holder benefits system.	These records will be retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you		N/A		N/A	
51	Library access and book records, overdue book records, records of library cards and library fines.	We generate this data about you	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 performance of a task carried out in the public interest		N/A		N/A	

52	Records of College cultural life and personal papers donated by member, including written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you Third party	To allow the College's cultural life to function and flourish, and in order to maintain a record of College life, which may be relevant to you individually (for example if you later request confirmation of historical details from us), and which is also part of the College's own record of what its members have achieved over time.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining a record of its cultural life.	Processing relates to personal data which you have manifestly made public.		N/A	
53	Records of information security incidents and of PC misuse incidents	We obtain this data from the University of Oxford We generate this data about you	To ensure that our systems are appropriately updated and secure, and in case records are required for subsequent disciplinary or police investigations.	This data will be retained for a period of one year from the last date of action in relation to the incident.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in the effective management, and proper use, of its IT systems.	N/A		The processing is necessary for the purpose of obtaining legal advice or is otherwise necessary for establishing, exercising or defending legal rights. The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	Most commonly such data would be processed in connection with the detection or prevention of an unlawful act.
54	Email contact information used in ad hoc mailing lists, for example for College events.	We obtain this data from you We generate this data about you	To enable employees and office-holders to participate in College events.	Your email contact data will be removed from mailing lists within three months of the termination of your employment.	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 employees and office holders have a legitimate interest that employees and office holders are notified of College events.	N/A		N/A	
55	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We generate this data about you	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	This data will be retained for a period of 7 years from the termination of your employment, unless there is compelling justification for the data to be retained for a longer period eg in connection with legal advice, or in relation to auditing obligations.	Processing is necessary for compliance with a legal obligation		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
56	Joint equity scheme arrangements, including title documents, copies of mortgage paperwork and payment records	We obtain this data from you We generate this data about you Third party	For the proper functioning of the College joint equity scheme arrangement.	These records will be retained for 7 years following release of the College's charge over the property.	Processing is necessary for performance of our contract with you. Processing is necessary in order to take steps at your request prior to entering a contract		Substantial public interest under the UK Data Protection Act 2018	To the extent that it is necessary to process special category data, this will be done for reasons of substantial public interest under the UK Data Protection Act 2018.	The processing is necessary for the purpose of obtaining legal advice The processing meets a condition in Parts 1-3 of Schedule 1 to the Data Protection Act 2018	To the extent that criminal conviction data is relevant and processed by use in relation to the joint equity scheme, we would process it for the purpose of obtaining legal advice.
57	SCR membership files: names, contact details, commencement of membership, terms.	We obtain this data from you We generate this data about you	Certain individuals are members of the College SCR post-employment or in circumstances where they have never been employed by the College. Files relating to such members, which provide a record of arrangements in place between us, are kept by the College.	These records will be retained for one year following the end of your SCR membership.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The proper maintenance of SCR records is in your, and our, legitimate interests.	Explicit consent		N/A	
58	Biometric data (fingerprint-based)	We obtain this data from you	To enable the clocking on/off process for casual workers.	These records will be deleted immediately following the termination of your employment or withdrawal of consent to processing.	Processing is necessary for performance of our contract with you		Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws		N/A	