Annex I: IT Systems

We will collect many types of information about you in relation to our IT systems. The information below is a summary of the types of data we will collect, our reasons for collecting this data, the lawful basis on which we will process this data and the period of time for which we will retain this data.

Full information about our processing of your data is set out in the attached Register of Processing Activity and we strongly recommend that you consult this.

Categories of personal data we collect about you and why we collect it

The sorts of personal data we collect about you include records of or information about:
- Your name, contact details, University card details, course details and status (students only) and passwords used to access systems, in order to grant access to College systems and to manage, monitor and control who has access to our systems.
- Login information, including time, date and location of login for monitoring and prevention purposes and for use as needed in staff or student disciplinary investigations.
- IT support logs and record, to identify common faults.
- Records of phone calls made and received, to ensure correct use of College phones.
- Firewall, security and PC misuse incident log, to protect the integrity of the College's networks and investigate and minimise misuse.
- Telephone usage including history of calls made, date and time, duration and telephone number called or received.

Sources of your personal data

Most data is generated by us or obtained from you. We may also obtain data from the University of Oxford.

The legal basis on which we process your data

Our contract with you

The processing of your personal data by the College will frequently be necessary for the performance of our contract with you.

Legitimate interests

In some cases the College may need to process your data for the College's or someone else's legitimate interests, except where this is overridden by your data protection rights and freedoms.

The College has a number of legitimate interests, for example in maintaining the integrity, security and functionality of its systems, keeping records of who has accessed its systems and to ensure efficient use of telephony resources.

Compliance with a legal obligation

In some cases the College must process your data in order to comply with a legal obligation, for example to meet its security and accountability obligations under data protection law and to comply with prevention of terrorism and the College's duty of care.

Additional information including processing of data relating to criminal convictions

28th November 2018

The College will hold information about criminal convictions or allegations where incidents are alleged to have occurred on College property, or involved members of, or visitors to, the College. All such processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.

Retention of your data

The period for which we retain your data will depend on the specific type of data. We will delete some data at the end of our relationship with you. Login information and internet use logs are retained for 12 months. Support and incident misuse logs are retained for five years. Print history is retained for 1 year.

We recommend that you consult the College **Register of Processing Activities** for details regarding the retention period for specific categories of data.

28th November 2018