<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>Excluded category grounds</th>
<th>Special category grounds - details of public interest etc (where applicable)</th>
<th>Decision-making (if relevant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Your dates of attendance, course of study and outcome of processing is necessary for the purposes</td>
<td>The college holds this data for the University of Oxford</td>
<td>We have a record of your results, as a record of your academic progress and for our quality assurance departments</td>
<td>Permanently</td>
<td>Processing is necessary for performance of our contract with you.</td>
<td>The College has a legitimate interest in processing this data to ensure your course outcomes.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Information about your health, dietary requirements or fatal allergies, and records of decisions we make taking that information into account.</td>
<td>The college holds this data for the University of Oxford</td>
<td>We consider what reasonable adjustments to would be made to our provision of accommodation, teaching or any other reasonable and any decisions that we take as a result.</td>
<td>9 years after the end of the academic year you</td>
<td>Processing is necessary for the purpose</td>
<td>The College has a legitimate interest in taking such information into account when it makes decisions</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>5</td>
<td>Information about your ethnicity, health, philosophical beliefs and/or disabilities, and records of decisions we make taking that information into account.</td>
<td>The college holds this data for the University of Oxford</td>
<td>We consider what reasonable adjustments to would be made to our provision of accommodation, teaching or any other reasonable and any decisions that we take as a result.</td>
<td>9 years after the end of the academic year you</td>
<td>Processing is necessary for the purpose</td>
<td>The College has a legitimate interest in taking such information into account when it makes decisions</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>6</td>
<td>Records of student performance and assessments, including records of student self-assessment.</td>
<td>The college holds this data for the University of Oxford</td>
<td>To help develop and guide you during your studies</td>
<td>Permanently</td>
<td>Processing is necessary for performance of our contract with you.</td>
<td>The College has a legitimate interest in keeping such records to help develop and guide students during their studies.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Information</td>
<td>Processing</td>
<td>Lawful Basis</td>
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<tr>
<td>Your personal information and direct/indirect data about you and your actions, such as access to college premises, accommodation conditions, and other related services.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the performance of a contract with you.</td>
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<tr>
<td>Requests for assistance with academic matters, such as access to online resources or courses.</td>
<td>We generate this data about you.</td>
<td>Processing is necessary for the purpose of our contract with you.</td>
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<tr>
<td>Other records relating to your accommodation, for example your contract of tenancy or licence agreements.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the performance of a contract with you.</td>
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<tr>
<td>Records of requests and bookings for rooms and facilities, such as room allocations or event bookings.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the performance of a contract with you.</td>
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<tr>
<td>Records of student helpers/hosts at open days, consisting of personal details such as name and contact information.</td>
<td>We generate this data about you.</td>
<td>Processing is necessary for the purpose of our contract with you.</td>
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<tr>
<td>Details of your accommodation tenancy or licence agreements, including the duration of your occupancy.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the performance of a contract with you.</td>
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<tr>
<td>Your occupancy.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the performance of a contract with you.</td>
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<tr>
<td>Accommodation inventory and of the condition/cleanliness of your accommodation throughout your occupancy.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the performance of a contract with you.</td>
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<tr>
<td>Occupancy records, such as records of who is in College premises, related services and so that we have records for safety purposes of who is in College premises.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the performance of a contract with you.</td>
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<td>These records will be retained for six months after your occupancy.</td>
<td>We generate this data about you.</td>
<td>Processing is necessary for the purpose of our contract with you.</td>
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<tr>
<td>Accommodation applications and room allocation.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the purpose of our contract with you.</td>
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<td>Records of any decisions the College makes pursuant to its contracts.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the purpose of our contract with you.</td>
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<td>Records of any payments to students and student societies.</td>
<td>We obtain this data from you.</td>
<td>Processing is necessary for the purpose of our contract with you.</td>
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<td>The College and its residents have a legitimate interest in ensuring that all College facilities are operating efficiently and safety.</td>
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<td>Applications for special examination arrangements.</td>
<td>We obtain this data from you.</td>
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<td>Visiting speakers.</td>
<td>We generate this data about you.</td>
<td>Processing is necessary for the purpose of our contract with you.</td>
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<td>Reasonable practicable to ensure that freedom of speech within the law is secured.</td>
<td>We generate this data about you.</td>
<td>Processing is necessary for the purpose of our contract with you.</td>
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<td>The College and prospective students attending open days have a legitimate interest in contact details acting as leads, for example prospective students attending open days.</td>
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</tbody>
</table>
We will collect the following data from you:

- Financial information including your contact information
- University Fees on behalf of the University
- Details of any criminal records that you declare to us on your application, or during your studies, or of any criminal incidents or allegations concerning you reported to us by anyone else.
- Personal information such as credit card or banking account information.
- Feedback we provide about you.
- Communications between us about your admission, and any records we make of your application or interview.
- Research proposals you submit as part of your application.
- Details of your academic, employment history, predicted grades, language proficiency.
- Sport, accommodation, deposits, food and drink, laundry, use of sporting and other facilities as we have arranged with you.

Details of any references, written work or details of your academic, employment history, predicted grades, language proficiency, personal statement; details of our admissions decision about you. We obtain this data from schools or third parties.

We generate this data from the University of Oxford.

Details of any Disclosure and Barring Service checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults.

We obtain this data from the University of Oxford.

The College has a legitimate interest in being able to provide references to its students and former students.

We collect fees due to the University on its behalf.

We obtain this data from the University of Oxford.

If we have a reason to believe that your application is not as you described it on your application, we will retain this data permanently.

We generate this data from the College.

Where criminal convictions, incidents or allegations are evident, we may retain this data for 6 years after the end of the financial year in which you cease to be a registered student, to comply with HMRC requirements.

We generate this data from third parties.

Processing is necessary for the prevention of a breach of our obligations under health and safety legislation.

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

Processing is necessary for performance of your contract with the University.

The University has a legitimate interest in collecting fees due to it.

Records of outstanding payments will be retained until they are paid in full.

Records relating to invoicing will be retained for six years after the date on which the invoice was raised to comply with HMRC requirements.

Records relating to invoicing will be retained for six years from the end of the financial year in which you cease to be a registered student to comply with HMRC requirements.

The processing is also necessary for the prevention of a breach of our obligations under health and safety legislation.

The processing is necessary for the exercise of a protective function.

We will not store any personal data for longer than 6 years after the date on which the invoice was raised, to comply with HMRC requirements.

Where criminal convictions, incidents or allegations are evident, we will retain this data permanently.

We generate this data from third parties.

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

Processing is necessary for the performance of your contract with the University.

Processing is necessary for performance of your contract with you.

Processing is necessary for the prevention of a breach of our obligations under health and safety legislation.

The processing is also necessary for the exercise of a protective function.

We will not store any personal data for longer than 6 years after the date on which the invoice was raised, to comply with HMRC requirements.

We generate this data from the University.

Processing is necessary for the prevention of a breach of our obligations under health and safety legislation.

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Processing is necessary for the prevention of a breach of our obligations under health and safety legislation.

The processing is also necessary for the exercise of a protective function.

We will not store any personal data for longer than 6 years after the date on which the invoice was raised, to comply with HMRC requirements.

The processing is also necessary for the exercise of a protective function.

We will not store any personal data for longer than 6 years after the date on which the invoice was raised, to comply with HMRC requirements.
Your fee status (e.g. home, EU, or international) and Meal bookings and attendance.

Processing is necessary for performance of our contract with you.

We generate this data from the University of Oxford.

We obtain this data from records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting records if a third party.

We obtain this data from records generated for legal or statutory compliance.

We generate this data from third parties.

We obtain this data from records of College cultural life: photographs and written records of performances, of participation in events and sporting records if a third party.

We generate this data from third parties.

Where the College organises an event abroad (for example a College Tour event):

We obtain this data from passport records for overseas trips and events.

We generate this data from records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting records if a third party.

We generate this data from third parties.

We generate this data from the University of Oxford.

We generate this data from third parties.

We generate this data from third parties.

We obtain this data from your fee status and meal bookings.

We obtain this data from the amount of your fees and funding information including your financial declaration, details of any guarantee from third parties (e.g. parents, guarantors), guardianship arrangements.

Where it processes special category data for these reasons, the processing is necessary for the College to comply with its statutory and legal obligations.

The processing meets a substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments.

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

The processing is necessary for the prevention of a crime or other illegal act.

The processing is necessary for the College to comply with its statutory and legal obligations.

The processing is necessary for the exercise of a protective function.

The processing is necessary on the basis of the College's legitimate interests, including for research purposes, the processing is necessary for the performance of a task carried out in the public interest.

The processing is necessary for performance of our contract with you.

The processing is necessary for the prevention of a crime or other illegal act.

The processing is necessary for the College to comply with its statutory and legal obligations.

The College has a legitimate interest in maintaining a record of what its members have achieved over time.

The College has a legitimate interest in arranging cultural events abroad.

The College has a legitimate interest in being able to fairly settle legal or complaints against you.

The College has a legitimate interest in being able to settle legal disputes.

The College has a legitimate interest in being able to settle legal disputes.

The College has a legitimate interest in maintaining a record of what its members have achieved over time.

The College has a legitimate interest in supporting its cultural events abroad.

The College has a legitimate interest in supporting its cultural events abroad.
Information and copies of records confirming your emergency contact details.

Information about your contractual terms and conditions.

Records of attendance at and participation in College committee meetings.

We obtain this data from

Processing is necessary for performance of our contract with you.

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the performance of a task carried out in the public interest.

Processing is necessary for the purposes of the College's legitimate interests.

We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This includes including copies of passports and visas, which are scanned electronically, and shared with the University so that it can meet its obligations to fully record the fact that you have the right to work in the UK.

Where you are a student member of a College committee, we may record your attendance and comments. The College has a legitimate interest in knowing whether you have attended committee meetings and to take account of your circumstances when we deliver your course.

The College has a legitimate interest in ensuring that your data is processed in a manner compliant with the requirements of UK Visas and Immigration law.

We obtain this data from

Processing is necessary for performance of our contract with you.

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the performance of a task carried out in the public interest.

Processing is necessary for the purposes of the College's legitimate interests.

We generate this data

Processing is necessary for performance of our contract with you.

Processing is necessary for compliance with a legal obligation.

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Processing is necessary for performance of our contract with you.

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the performance of a task carried out in the public interest.

Processing is necessary for the purposes of the College's legitimate interests.

We generate this data
Applications for and decisions about financial support, for example scholarships, bursaries and hardship funds. This includes communications that we send and receive to third parties that provide financial support.

We obtain this data from you.

We generate this data about you.

We may receive decisions from third parties that provide financial support.

In order to make decisions about financial support and to ensure that the College is encouraging and supporting participation by talented people from all backgrounds.

Indefinitely, but deleted from 'live' systems.

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 relating to degree ceremonies; attendees, catering requirements, names of your guests.

We obtain this data from you.

We generate this data about you.

In order to provide and operate degree ceremonies.

These records will be retained for one year from the date on which the ceremony took place.

Processing is necessary for performance of our contract with you.

Records concerning nominations and decisions to confer prizes, scholarships and awards, where third party donors are not involved.

We obtain this data from you.

We generate this data about you.

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

Indefinitely, but deleted from 'live' systems.

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.

Indefinitely, but deleted from 'live' systems.

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

Records of student debtor records and records of debts recovered, records of decisions we take about debts.

We generate this data about you.

In order to consider and take appropriate action.

Depending on the circumstances this may include exploring alternative funding options and support that the College may offer, obtaining payments, amending and enforcing other measures to recover debts, such as late payment charges, arbitration actions and/or debt recoveries.

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 collect debts owed by students and former students.

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 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 Research student records, including details of your supervisor, the supervision process, examiner, College committees, and access to archives for purposes in the public interest, or for historical research purposes and/or for the purposes of legal claims.

In order to comply with student requests. In order to provide references to its students and former students that participate in outreach activity.

To promote the College to potential applicants.

To enable students to participate in College events.

For 6 years after the end of the academic year when you cease to be a registered student.

For 3 months after the end of the academic year when you cease to be an enrolled student.

Permanently.

Records of any decisions we make about you.

We generate this data for the purposes of legal claims.

We obtain this data from the College being a College of a long-established University with a strong identity and history.

The College is required to implement appropriate safeguards for personal data, including data that is subject to a data subject’s right to erasure, as part of the measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary, include the purposes of approved medical research.

We obtain this data from the College having a legitimate interest in providing and having access to support and counselling services to support and counselling purposes.

We obtain this data from the College being a College of a long-established University with a strong identity and history.

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Graduation Ceremony Applications (including dietary information), related correspondence. We obtain this information from you.

We generate this information about you.

To enable you to attend your graduation. We retain this data until 12 months after your graduation ceremony has taken place. As regards graduates dietary information, we may save the information on file in order that it can be referred to and appropriate provision made for you at future events.

We have a legitimate interest in the retention of this data for up to 12 months after your graduation ceremony, as it may be relevant in case you are planning future events.

Processing is necessary for the performance of a 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, expect where overridden by your data protection rights and freedoms.

We generate this data where we are asked to provide a reference for you.

We retain this data about you.

Copies of references will be kept for six years from the date of provision of the reference. An entry noting that a reference was provided will be retained on your permanent record.

We have a legitimate interest in providing and receiving references.

Processing is necessary for the performance of a 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.

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