

## **Annex A: Students**

We collect many types of information about you. 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 students and why we collect it**

The sorts of personal data we collect about you include:

- Your application to study at Oxford, in order to process your application.
- Your contact details and emergency contact details, to enable us to contact those close to you in the event of an emergency.
- Your dates of attendance, course of study, examination results and photograph, disciplinary or grievance matters concerning you, to enable us to provide your course, accommodation, and related services, to take into account your needs when providing these services, to operate College facilities, to provide you with a reference and to ensure proper standards of behaviour are upheld.
- Your contractual terms and conditions, financial and accommodation information, to make decisions about financial support and determine your ability to pay fees
- Decisions you make in relation to your course e.g. optional modules.
- Your access to College facilities and participation in events and sporting fixtures, including written records and photographs, to maintain a record of College life.
- Your ethnicity, health, religion or philosophical beliefs and/or sexuality, to ensure the College is encouraging participation by talented people of all backgrounds.
- Your entitlement to study in the UK.
- Degree ceremonies including attendance, catering requirements and names of guests.

### **Sources of your personal data**

Most data is generated by us or obtained from you. We may also obtain data from your school, referees or from the University of Oxford or, in the case of information about your health or any disabilities, from medical professionals. Information relating to your fee status may be obtained from your parents, sponsors or guarantors.

### **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. This includes financial information, your academic record, accommodation information, records of entitlement to study in the UK, library records, records of your decisions and application information.

#### *Legitimate interests*

The College has legitimate interests in:

- ensuring that students can meet the costs of their course and living expenses;
- being able to take account of relevant circumstances when providing your course; and
- being able to take account of relevant circumstances when making decisions about financial support, awards and prizes in the interests of students.

In some cases the College may need to process your data to protect the legitimate interests of others, as well as or instead of in its own interest. For example, the College and its residents have a legitimate interest in the safety and security of the College environment.

Where we keep information for the purposes of the College archive, the College has a legitimate interest in maintaining a record of who has attended, events and achievements, and the awards and scholarships awarded, as part of its historic archives.

#### *Compliance with a legal obligation*

In some cases the College must process your data in order to comply with a legal obligation. For example, the College must comply with immigration law requirements, and with legislation relating to equality.

#### *Performance of tasks in the public interest*

The College has a substantial public interest in processing special category data. Such interests include preventing a breach of obligations under various laws including health and safety laws and to ensure compliance with the College's statutory and legal obligations. Processing of data held within the College archives is necessary for archiving in the public interest, and/or for historical research purposes.

#### *Your consent*

Your personal data will only appear in marketing or outreach materials if you consent to this.

#### **Additional information including processing of data relating to criminal convictions**

Processing of information about medical treatment provided by the College nurse is necessary for health purposes under the Data Protection Act 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.

#### **Who we share your data with**

We will only share your data with third parties if we are allowed or required to do so by law. Examples of instances in which we will share student data are:

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

#### **Retention of your data**

The period for which we retain your data will depend on the specific type of data. Some records e.g. information about your fee status, confirmation of your entitlement to study in the UK and debt records will be retained for 6 years after the end of the academic year when

you cease to be a registered student. Other types of information may only be held for six months or a year following the conclusion of the academic year in which it is last used or provided.

Certain information, e.g. records of your student status, dates of attendance, course of study, criminal records and records of College life, will be retained permanently and in some cases transferred to the College archives for purposes in the public interest, or for historical research purposes as a record of College life. Other information will be retained indefinitely but deleted from the College's 'live' systems. We recommend that you consult the College [ROPA's](#) for details regarding the retention period for specific categories of data.

Some of the data we process about you will be recorded in the College's archives. For further information about the type of data that is archived and the respective retention periods, please see [Annex D - Archives](#).