

Annex C: Alumni and Supporters

We will 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.

For the avoidance of doubt, alumni and supporters includes (but is not limited to) those who previously studied at or were employed by the College, Visiting Fellows, Honorary Fellows, Associate Members of the Senior Common Room and those who are affiliated with the College but were never students or staff of the College. [In addition to those holding positions in the Chapel].

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 contact details as amended from time to time, to enable us to contact you and maintain our relationship with you.
- Donor Strategy Records and legacy documentation, to undertake development and alumni processes and to enable us to follow expressed wishes.
- Rights to use College facilities e.g. library access and dining rights, right to use the College Chapel, to enable the College to recognise, and you to exercise, your alumni rights.
- Records of College cultural life during your time as a College student, in order to maintain a record of College life.
- Biographical information including interests, family news and educational history, in order to understand your interests and deepen our ongoing relationship with you.
- Your attendance at College and University events, donation history and your opinions/comments, to help guide College development and alumni relations activities, and to fulfil charity and auditing and reporting requirements.
- Public awards and honours received by alumni, to recognise the achievements of our alumni body.
- Subjects you studied and type of degree awarded (but not your results), to enable us to invite you back to events which may be of interest, and details of prizes or scholarships awarded, information about health, dietary requirements or disabilities.

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 or third parties, including other alumni.

The legal basis on which we process your data

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's legitimate interests include the proper operation of College facilities, ensuring alumni and supporters receive an appropriate service, recording and retaining information on funds received, seeking donations, having an engaged and positive alumni programme and

maintaining records of College cultural life. The College and its students have a legitimate interest in deepening the alumni relationship.

The College has a legitimate interest in keeping records of students, fellows and others that are affiliated with the College to ensure those intending to take advantage of opportunities only open to previous students and fellows, such as right to use the Chapel for a private event, can be facilitated.

Compliance with a legal obligation

In some cases the College must process your data in order to comply with a legal obligation.

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 equality law.

Your consent

In certain circumstances, we may need your consent to process biographical information about you. You will be asked for such consent at the relevant time.

Additional information including processing of data relating to criminal convictions

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 your data are:

- we provide information to HMRC in order to collect Gift Aid contributions; and
- we may need to provide information to the Charities Commission in relation to statutory returns or audits, or in relation to official investigations relating to our charitable status.

Retention of your data

The period for which we retain your data will depend on the specific type of data. Some data will be retained permanently whilst other personal data will be deleted after a set period of time has elapsed. We recommend that you consult the College [Register of Processing Activities](#) 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](#)..