

## **Annex D: Archives and Special Collections**

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.

### **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:

- Information to maintain a record of how the collections have been used, and ensure their security:
  - Names, contact details and dates of visitors and enquiries regarding our archives and special library collections, to maintain a record of how these have been used.
  - Applications for permission to publish images or other information to maintain records of how archival material is used and the legality of that usage.
- Information to document management and ensure security of the collections:
  - Acquisitions details, including donor, depositor and purchase details
  - Conversation and photography records, including identity of people carrying out the work
- Information held in the College Archives, for historical research purposes and archiving in the public interest:
  - Personal papers and collections donated to the College archives
  - Governance financial, legal records and other institutional records, to maintain an historic record of College activities.
  - Records college cultural life including photographs, written records and information about College societies and sports and other events.
  - Archives of tuition and academic research including conferences, lectures, seminars
  - Student files including dates of attendance, course of study, outcome, and records of awards and achievements both given and not given by the College to maintain an historic record and to assist in verifying your attendance.
  - Employee records for academic and non-academic staff including name, role, dates of employment reason for departure and records of awards and achievements both given and not given by the College to maintain historic records of employees.

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

Most data is generated by us or obtained from you. We may also obtain data from third parties e.g. conservators, donors and depositors student societies or from the University of Oxford.

### **The legal basis on which we process your data**

The College has a number of legitimate interests, for example in maintaining the integrity and security of its archives, maintaining records of conservation measures which will assist future conservators, recording and indexing acquisitions, maintaining a record of the use of its collections and maintaining a permanent record of its cultural and other activities as part of an established and long-standing University.

Processing of data *including special category data* within the College archives is necessary for archiving in the public interest, and/or for historical research purposes.

### **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. Our archives and special collections may be consulted by researchers, with our permission and subject to restrictions and safeguards. A copy of the Rules for Researchers can be obtained by contacting [archives@exeter.ox.ac.uk](mailto:archives@exeter.ox.ac.uk)

### **Retention of your data**

All information in the College's archives will be retained permanently, with the exception of disability information provided solely for accessibility purposes, by individuals accessing the archives, which will be retained for 12 months after your last contact with us.

We recommend that you consult the College [Register of Processing Activities](#) for details regarding the retention period for specific categories of data.