

Annex F: Security

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:

- CCTV and security access records for the purpose of providing safety and security on campus and to assist with the detection and prevention of unlawful or inappropriate activity including employee or student misconduct.
- Contact and emergency contact information and room numbers for students, to enable us to make contact in an emergency.
- Emergency medical information about students which might be of assistance to us if a student has a medical emergency.
- Contact details and information about contractors.
- Records of accidents, of keys and access cards issued by the College, room bookings, punt bookings, parking requests and gym induction records.

Sources of your personal data

Most data is generated by us or obtained from you or from the University of Oxford.

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 has a number of legitimate interests, for example in maintaining the security of its premises, creating and retaining records of accidents and in enabling events to be held.

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, its members and visitors have an interest in being safe and secure and in being able to communicate with each other in case of emergency.

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 its security and accountability obligations under data protection law.

Vital interests

Emergency medical information is held in order to protect your vital interests or those of others. Special category data comprising medical information is held in order to protect your vital interests when you are incapable of giving consent.

Tasks in the public interest

The College has a substantial public interest in processing special category data in order to protect members of the public from health and safety risks and in order to comply with its statutory obligations.

Additional information including processing of data relating to criminal convictions

The College may process some information about criminal convictions or allegations in order to prevent or detect unlawful acts. 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. For example:

- CCTV footage will usually be retained for 50 days.
- Contact and medical information of students will be held whilst they are registered students.
- Information about contractors is retained for the period during which the work is ongoing.
- Accident records are retained for five years from the date of the accident.
- Room booking records are deleted at the end of term whilst punt booking records are retained for six months.

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