| ID | Category of personal data | Source of the data | Why we process it | How long we keep this data | Our lawful basis for processing | Details relating to lawful basis (where applicable) | Special category grounds | Internal control/irrelevant allegation grounds | Special category: details of public interest etc. (whether necessary) |
|----|---------------------------|--------------------|------------------|-------------------|-------------------------------|---------------------------------|------------------------------------|----------------------|-----------------------------------------------|-----------------------------------------------|
| 1  | Names, contact information, the dates and nature of requests relating to visitors, enquirers, researchers and donors to our archives and special collections. Records include the contact details of applicants for access to College archives, records of applications including the reasons for the application, the nature of the records requested and the access granted. Records may include disability information if this is relevant to accessibility of the archives. It may also include information about the reasons for the researcher's interest, which may vary for example to their religion or belief. | We obtain this data from you. | We generate this data about you. | Perf. records of archives and special collections for up to 3 months after the contact. | Processing is necessary for the purposes of our wider legitimate interests, including for the purposes of the archives and library special collections. It is useful to refer back to earlier enquiries on similar topics. The information is also retained for the security of the collections. | N/A | N/A | N/A | N/A |
| 2  | Conservation information relating to items in the College archives, including the identity of who carried out the conservation work and on which the conservation measures were performed. | We obtain this data from you. | We generate this data about you. | As per the above record of conservation measures. | Processing is necessary for the purposes of our wider legitimate interests, including for the purposes of the archives and library special collections. | N/A | N/A | N/A | N/A |
| 3  | Records of applications for permissions to publish images or other information from the College Archives. | We obtain this data from you. | We generate this data about you. | As per the above record of records of applications for permissions to publish images or other information from the College Archives. | Processing is necessary for the purposes of our wider legitimate interests, including for the purposes of the archives and library special collections. | N/A | N/A | N/A | N/A |

The College has a legitimate interest in maintaining records of conservation measures which will assist future conservators to make decisions about the appropriate conservation techniques to use. The College has a legitimate interest in maintaining records of the use of its archives and special collections. The College has a legitimate interest in maintaining records of the use of its archives and special collections. The College has a legitimate interest in maintaining records of the use of its archives and special collections.
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<th>Source of Personal Data</th>
<th>Data Held</th>
<th>Additional Information</th>
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<tbody>
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<td>Processing is necessary for archiving purposes, including the purposes of approved medical research. The College is required to implement appropriate safeguards for individual’s rights and freedoms.</td>
<td>Personal papers and collections donated to the College</td>
<td>Personal data held by the College or anyone otherwise in possession of it</td>
<td>Some may include correspondence and documents relating to and/or referring to the donor or his family. These files may include information about health, family circumstances, ethnicity, political opinions, religious or philosophical beliefs, criminal convictions or other matters relating to these. The College is required to implement appropriate safeguards for individual’s rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of 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.</td>
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Employee records for academic staff consisting of the employee name, dates of employment, role and any past promotions or career moves. Processing is necessary for the College’s legitimate interests (without prejudice to the rights of a data subject). The College’s legitimate interests include maintaining a record of its activities as part of a long-established university with a strong identity and history, and in maintaining such records for future research.

Employee records for non-academic staff, consisting of employee name, dates of employment, role and any past promotions or career moves. Processing is necessary for the College’s legitimate interests (without prejudice to the rights of a data subject). The College’s legitimate interests include maintaining a record of its activities as part of a long-established university with a strong identity and history, and in maintaining such records for future research.

All change to an employee record is recorded. Changes include the promotion or career move of an employee, new or changed term of role, and any other event that affects a data subject’s interests. Processing is necessary for the College’s legitimate interests, without prejudice to the rights of a data subject. The College’s legitimate interests include maintaining a record of its activities as part of a long-established university with a strong identity and history, and in maintaining such records for future research.

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Financial records and legal records relating to College assets and the College estate. These may include the personal data of individuals involved in managing the College assets and estate, witnesses and parties to legal documents.

We obtain this data from you.

We generate this data about you.

To maintain a historic record of College finances and assets.

Permanently.

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 maintaining a record of its activities as part of a long-established university with a strong identity and history, and in maintaining such records for future research.

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Records relating to College buildings, including architectural records and maintenance records. These may include the personal data of those involved in construction and maintenance of College buildings.

We obtain this data from you.

We generate this data about you.

To maintain a historic record of College architecture, and to assist future conservation of College buildings.

Permanently.

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.

The College has a legitimate interest in maintaining its historic buildings. It also has a legitimate interest in maintaining a record of its activities as part of a long-established university with a strong identity and history, and in maintaining such records for future research.

Governance documents: College statutes and documents relating to their interpretation, including Privy Council documents and correspondence, decisions and documents relating to the College Visitor, Royal Commissions and related documents. These records may include the personal data of those named in the documents, including correspondents.

We obtain this data from you.

We generate this data about you.

To maintain a historic record of governance documents relating to the College.

Permanently.

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 maintaining a record of governance documents relating to the College for future reference.