<table>
<thead>
<tr>
<th>Category of personal data</th>
<th>Source of the data</th>
<th>Why we process it</th>
<th>How long we keep it</th>
<th>Our lawful basis for processing</th>
<th>Special category grounds</th>
<th>Special category details of public interest etc (where applicable)</th>
<th>Do we need your consent?</th>
<th>Do we need your data protection rights and interests?</th>
<th>Do we need your data protection rights and interests, except where overridden by our or someone else's legitimate freedoms?</th>
<th>Substantial public interest (if applicable)</th>
<th>Criminal conviction/criminal allegation grounds (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal data</td>
<td>University of Oxford</td>
<td>To help develop and guide you during your studies; to provide feedback and to ask you to self-assess your progress.</td>
<td>Permanently.</td>
<td>Processing is necessary for performance of contract with you.</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Personal data</td>
<td>Headshot/passport style photograph</td>
<td>To verify attendance and as part of its historic archives.</td>
<td>2 years after the end of the academic year</td>
<td>Processing is necessary for compliance with legal obligations.</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Personal data</td>
<td>Medical professionals</td>
<td>To help develop and guide you during your studies; to provide feedback and to ask you to self-assess your progress.</td>
<td>2 years after the end of the academic year</td>
<td>Processing is necessary for compliance with legal obligations.</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Personal data</td>
<td>University of Oxford</td>
<td>To help develop and guide you during your studies; to provide feedback and to ask you to self-assess your progress.</td>
<td>Until your data is deleted from &quot;live&quot; systems, unless overridden by your data protection rights and interests.</td>
<td>Processing is necessary for performance of contract with you, processing is also necessary for the exercise of a protective function.</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Requests for assistance with academic matters, such as records relating to accommodation tenancy or licence, and other records relating to your accommodation, for the College and for visiting speakers. We generate this data about you.

We obtain this data from you.

We process this information and make decisions about you, in accordance with our legitimate interests, except where overridden by your data protection rights and freedoms.

Processing is necessary for the purposes of our contract with you.

Processing is for the performance of a task carried out in the public interest.

Processing is necessary for our legitimate interests as a public body, to exercise our powers and to carry out our responsibilities.

Processing is necessary for compliance with a legal obligation.

In order to provide you with accommodation and related services, and so that we can have records for safety purposes of who is in College premises.

So that we have records of which students act as hosts, to give prospective students an insight into College life.

We generate this data about you.

We obtain this data from you.

We process this information and make decisions about you, in accordance with our legitimate interests, except where overridden by your data protection rights and freedoms.

Processing is necessary for the purposes of our contract with you.

Processing is for the performance of a task carried out in the public interest.

Processing is necessary for our legitimate interests as a public body, to exercise our powers and to carry out our responsibilities.

Processing is necessary for compliance with a legal obligation.

Records of the hours worked of the name and contact details of the helper/host, days and can make payments/provide other benefits to student hosts/helpers.

In both cases, the processing must be carried out without consent except as to particular those purposes.
We collect data from you in the following circumstances: we have a legitimate interest in requiring Disclosure and Barring Service (DBS) checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults. The College has a legitimate interest in requiring DBS checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults.

We may obtain this data from the University of Oxford.

We generate this data from the University of Oxford.

Where the College processes personal data for these purposes, the processing is necessary for the prevention of a crime.

Where the College processes special category data for these purposes, the processing must be carried out without consent so as not to prejudice those purposes.

Where criminal convictions, incidents or allegations are declared or reported to us, we will retain this data indefinitely, but deleted from "live" systems.

Where we require a Disclosure and Barring Service (DBS) check to be carried out, we will retain the DBS certificate information but 5 months from the date the certificate is returned and a statement recorded that the check was satisfactory or unsatisfactory passed will be kept on your College file for 10 years from the end of the academic year in which you ceased to be a registered student at the College.

If the information is requested by the University, to administer your application and your course.

The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.

Indefinitely, but deleted from "live" systems.

Records relating to invoicing will be retained for 6 years after the date on which the invoice was raised to comply with HMRC requirements.

We process personal data for the prevention of a crime, and to comply with its health and safety obligations. The processing is also necessary for the prevention of a public interest function.

We process personal data for the prevention of a crime, and to comply with its health and safety obligations. The processing is also necessary for the enforcement of a protective function.

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2. For the purposes of your continued registration, the College requires evidence of your academic qualifications and of your current financial status. The College also needs your bank details in order to pay your fees.

3. The College relies on the University of Oxford for the purposes of your registration. The University of Oxford obtains this data from you.

4. The College relies on the University of Oxford for the purposes of your registration. The University of Oxford obtains this data from you.

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<table>
<thead>
<tr>
<th>Information and copies of records confirming your contractual terms and conditions,</th>
<th>We may assist students making visa applications before they arrive, and making visa extensions when they are on our course. This involves including copies of passports and visas, which are stored electronically, and shared with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information about your school, name, date of birth, passport number, course, fees paid &amp; the academic year when you cease to be a registered student.</td>
<td>The College has a legitimate interest in being able to contact people close to you in the event of an emergency. So that we are able to contact people close to you in the event of an emergency.</td>
</tr>
<tr>
<td>Performance, postcode and care background)</td>
<td>The role of contextual admissions data is explained here: <a href="http://www.heat.ac.uk">www.heat.ac.uk</a> for how long it is retained on that system is available for a range of backgrounds have the opportunity to attend the College. Under relevant legislation, if a student is required to adhere to the agreement it has with the Office for Students, which includes the use of contextual data in the undergraduate admissions process.</td>
</tr>
<tr>
<td>Academic records</td>
<td>The College has a legitimate interest in ensuring that programmes are maintained and in the case of right to work information, the processing is necessary for performance of your contract with you.</td>
</tr>
<tr>
<td>Indefinitely, but deleted from 'live' systems.</td>
<td>The College has a legitimate interest in ensuring that the system has a range of backgrounds have the opportunity to attend the College. Under relevant legislation if a student is required to adhere to the agreement it has with the Office for Students, which includes the use of contextual data in the undergraduate admissions process.</td>
</tr>
<tr>
<td>Other records will be held for 6 years after the end of the academic year you ceased to be a registered student.</td>
<td>The College has a legitimate interest in ensuring that programmes are maintained and in the case of right to work information, the processing is necessary for performance of your contract with you.</td>
</tr>
<tr>
<td>Records of attendance at and participation in College</td>
<td>Other records will be held for 6 years after the end of the academic year you ceased to be a registered student.</td>
</tr>
<tr>
<td>publisher’s credit library.</td>
<td>The College has a legitimate interest in being able to contact people close to you in the event of an emergency.</td>
</tr>
<tr>
<td>All records are subject to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).</td>
<td>The College has a legitimate interest in ensuring that the system has a range of backgrounds have the opportunity to attend the College. Under relevant legislation if a student is required to adhere to the agreement it has with the Office for Students, which includes the use of contextual data in the undergraduate admissions process.</td>
</tr>
<tr>
<td>Page</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>26</td>
<td>Applications for and decisions about financial support, for example scholarships, bursaries and hardship funds. This includes communications that we send and receive to third parties that provide financial support.</td>
</tr>
<tr>
<td>27</td>
<td>Records relating to degree ceremonies, invitations, catering requirements, names of your guests.</td>
</tr>
<tr>
<td>28</td>
<td>Records concerning nominations and decisions to confer prizes, scholarships and awards, where third party donors are not involved.</td>
</tr>
<tr>
<td>29</td>
<td>Records concerning nominations and decisions to confer prizes, scholarships and awards from third party donors.</td>
</tr>
<tr>
<td>30</td>
<td>Student debtor records and records of debts recovered, records of decisions we take about debts.</td>
</tr>
<tr>
<td>31</td>
<td>Library access and book records, overdue book records, records of library cards and library fines.</td>
</tr>
</tbody>
</table>
Records of any decisions that you tell us about regarding your health are kept for 3 months after the end of the academic year when you cease to be a registered student. We generate this data from your emails and other communications you have with us.

Medical treatment, advice and consultations form a legal obligation. We obtain this data from your email contact data.

Medical treatment, advice and consultations form a legal obligation. We generate this data from your emails and other communications you have with us.

We obtain this data from your email contact data.

The College and its students have a legitimate interest in making reasonable adjustments, and to comply with its health and safety obligations concerning equality, and to make reasonable adjustments, and to comply with its health and safety obligations. The College also has a legitimate interest in adjusting its processes in order to accommodate students with learning disabilities. We generate this data from your emails and other communications you have with us.

The College is required to implement appropriate safeguards for sensitive personal information, and to ensure that its staff and students are aware of these safeguards. We obtain this data from your email contact data.

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Medical treatment, advice and consultations form a legal obligation. We obtain this data from your email contact data.
Graduation Ceremony Applications (including dietary information), related correspondence. We obtain this information from you. We generate this information about you. To enable you to attend your graduation ceremony. We retain this data until 12 months after your graduation ceremony has taken place. As regards graduates dietary information, we may store the information on file in order that it can be referred to in the future. Processing is necessary for the performance of a contract with you. 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. We have a legitimate interest in the retention of this data for a period following your graduation ceremony, as it may be relevant to respond to queries or for administrative purposes.

References we provide. We generate this data about you. Where we are asked to provide a reference for you. Copies of references will be kept for six years from the date of provision of the reference. An entry noting that a reference was provided will be retained on your permanent record. 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, its students and the recipients of references have a legitimate interest in providing and receiving references.