

## Brasenose College GDPR Framework Document Version Control Log (May 2018)

Under the accountability principal of GDPR it is required that the College keep previous versions of its published privacy notices and other related documents that are part of the GDPR framework. This document tracks the versions of these documents.

### Privacy Notices

<b>Title</b>	Academic & Non Academic Staff Applicant Privacy Notice			
<b>Description</b>	Privacy notice for all applicants for positions at Brasenose			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	HR Manager			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
v1.0	JFK	Draft Creation	23 <sup>rd</sup> April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 <sup>st</sup> May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Alumni, Donor and Supporters of the College Privacy Notice			
<b>Description</b>	Privacy notice for alumni, donors and supporters of the College..			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Development Director			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
v1.0	JFK	Draft Creation	23 <sup>rd</sup> April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 <sup>st</sup> May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Archived
V1.3	TH / JK	Addition of Vulnerable Person Fundraising Policy link	01/06/2018	Published

<b>Title</b>	Archive Privacy Notice			
<b>Description</b>	Privacy notice for data stored in the College archives.			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	College Archivist			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Conference, Guest & Visitor Privacy Notice			
<b>Description</b>	Privacy notice for all delegates, organisers, visitors and residential guests.			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Domestic Bursar			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Employee Privacy Notice			
<b>Description</b>	Privacy notice for all staff employed by Brasenose College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	HR Manager			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Financial, Commercial and Supplier Privacy Notice			
<b>Description</b>	Privacy notice for suppliers/contractors and financial services supplied to the College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	College Accountant			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	ICT Systems Privacy Notice			
<b>Description</b>	Privacy notice for all users of the ICT systems at Brasenose			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	ICT Manager			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	SCR (Senior Common Room only) Privacy Notice			
<b>Description</b>	Privacy notice for all members of SCR that have no other relationship with College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Bursar			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Security & CCTV Privacy Notice			
<b>Description</b>	Privacy notice regarding use of security systems like CCTV and door locks			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Domestic Bursar			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Student and Visiting Student Privacy Notice			
<b>Description</b>	Privacy notice for all students at Brasenose College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Senior Tutor			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Student Applicants & School Visitor Privacy Notice			
<b>Description</b>	Privacy notice for all student applicants and school visitors to Brasenose College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Senior Tutor			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Web Services Privacy Notice			
<b>Description</b>	Privacy & cookie notice for all users of Brasenose web services			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	ICT Manager			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

## ROPA (Records of Processing Activities)

<b>Title</b>	Alumni, Donor and Supporters ROPA			
<b>Description</b>	ROPA for alumni, donors and supporters of the College..			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Development Director			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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<b>Title</b>	Archive ROPA			
<b>Description</b>	ROPA for data stored in the College archives.			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	College Archivist			
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<b>Title</b>	Conference, Guest & Visitor ROPA			
<b>Description</b>	ROPA for all delegates, organisers, visitors and residential guests.			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Domestic Bursar			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

<b>Title</b>	Employee, SCR, Fellowship & Academic Visitor ROPA			
<b>Description</b>	ROPA for all staff, SCR members and academic visitors to Brasenose College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	HR Manager			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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<b>Title</b>	Financial, Commercial and Supplier ROPA			
<b>Description</b>	ROPA for suppliers/contractors and financial services supplied to the College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	College Accountant			
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<b>Title</b>	ICT Systems & Web Services ROPA			
<b>Description</b>	ROPA for all users of the ICT systems and web services at Brasenose			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	ICT Manager			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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<b>Title</b>	Security & CCTV ROPA			
<b>Description</b>	ROPA regarding use of security systems like CCTV and door locks			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Domestic Bursar			
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<b>Title</b>	Student and Visiting Student ROPA			
<b>Description</b>	ROPA for all students at Brasenose College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Senior Tutor			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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<b>Title</b>	Student Applicants & School Visitor ROPA			
<b>Description</b>	ROPA for all student applicants and school visitors to Brasenose College			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Senior Tutor			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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## GDPR Data Sharing Table

<b>Title</b>	Brasenose College Data Sharing Table			
<b>Description</b>	Details how the college shares data with other parties.			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	ICT Manager			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

## Brasenose College Data Classification and Handling Scheme

<b>Title</b>	Brasenose College Data Classification and Handling Scheme			
<b>Description</b>	Details on how data is classified and should be handled.			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	ICT Manager			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

## LIA (Legitimate Interest Assessments).

<b>Title</b>	Alumni Donor and Supporters LIA			
<b>Description</b>	LIA for alumni, donors and supporters of the College..			
<b>Created By</b>	Tina Hill & James Fletcher			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Development Director			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
v1.0	TH & JF	Draft Creation	23 <sup>rd</sup> April 2018	Draft
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V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published



<b>Title</b>	Archive data LIA			
<b>Description</b>	LIA for the College Archives			
<b>Created By</b>	Helen Sumping			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	College Archivist			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
v1.0	HS	Draft Creation	23 <sup>rd</sup> April 2018	Draft
v1.1	GDPR WG	Working Group Recommendations	1 <sup>st</sup> May 2018	Draft
V1.2	GDPR SG	Approved by Steering Group	10 <sup>th</sup> May 2018	Published

### College Data Protection Statement.

<b>Title</b>	Brasenose College Data Protection Statement			
<b>Description</b>	Public overview of College's GDPR Framework			
<b>Created By</b>	John Kinsey (ICT Manager)			
<b>Date Created</b>	23 <sup>rd</sup> April 2018			
<b>Maintained By</b>	Data Protection Officer			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
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