<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 this data</th>
<th>Our lawful basis for processing</th>
<th>Further processing to which recruitment records are subjected</th>
<th>Further category of data</th>
<th>Further details of public interest in which categories of data are processed</th>
<th>Data controller/trustee name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment records: medical/health and disability information</td>
<td>The University stores various records in compliance with immigration law requirements.</td>
<td>Processing is necessary for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.</td>
<td>For 6 months following your appointment to the relevant role. Information relating to unsuccessful applicants will be retained for 12 months after the date of notification of the outcome of your application.</td>
<td>Processing is necessary for performance of our contract with you.</td>
<td>Data relating to expenses allowances and expense claims will be retained for 7 years from termination of your employment/association. Additional processing may be carried out for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.</td>
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<td>- Employment history - bank account details (including BACS ID, National Insurance number, salary details, pay dates, pay slips, tax details, tax codes and payments information)</td>
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<td>- Employment history - contact details (including mobile phone number, home phone number, home address, email address, National Insurance number and BACS ID)</td>
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It is in your, and our, legitimate interests for us to have the means to contact you when necessary in certain situations.

Processing is necessary for the performance of a contract with you.

Processing is necessary to carry out obligations arising from your employment or from under a work-related agreement that we have with a third party or other persons or bodies.

We have a legitimate interest to retain in our possession the necessary personal data for the performance of a contract with you.

Processing is necessary to comply with a legal obligation that we have under the terms of the contract we have agreed with you.

Processing is necessary to comply with a legal obligation that is not based on the terms of the contract we have agreed with you.

Processing is necessary for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Processing is necessary for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Processing is necessary for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Processing is necessary in order to take steps at your request prior to entering a contract.

Processing is necessary for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment.

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Processing is necessary for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

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 obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

Processing is necessary for performance of our contract with you.

This data will be retained for a period of 30 years from termination of your contract with you.

As an employer we are required to make appropriate records as part of the handling of employee disciplinary matters.

We, you, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of alleged disciplinary incidents or harassment.

Processing is necessary for performance of our employment/association contract with you.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

25 Employment records: Staff rota, flexible and part-time working arrangements, casual work claim forms, and attendance records

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

24 Employment records: Capability procedure records, including reasons for commencing the process, relevant performance indicators, records of review meetings and feedback, decisions and outcomes.

We, you, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of alleged disciplinary incidents or harassment.

Processing is necessary for performance of our employment/association contract with you.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

22 Employment records: Disciplinary or harassment information, including objectives, feedback given to and received about you, records of appraisal discussions and Personal Development Plans (PDP) or any other relevant business discussions.

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

21 Employment records: Grievances and related information, including the initiation of the grievance process, associated correspondence, work/study/attendance information, associated appeals, and outcome.

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law and our obligations to HMRC. We, you, and other parties who are involved, also have a legitimate interest in recording absences for the purposes of your employment/association contract with you.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

18 Employment records: Health, safety and welfare policies and procedures, safety and health training, accident data, unexplained absence, and medical data.

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

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

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

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

Medical records relating to the Control of Asbestos at Work Regulations, including asbestos awareness training, asbestos awareness assessments, asbestos related monitoring, and asbestos related information.

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

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

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

This data will be retained for a period of 40 years.

16 Employment records: Staff contracts, including statement of terms and conditions of employment, grievance procedures, and disciplinary procedures.

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

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

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

15 Employment records: Full time, fixed term and part-time working arrangements, casual work forms, and attendance records.

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

14 Employment records: Sickness records and absence information, including sickness absence procedures, any sick pay, the provision of health or social care, or treatment. Work/study/attendance information, and medical data.

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

13 Employment records: Financial data, including records of payment, bank account details, and any claims or entitlements to benefit or deposit schemes, and hold appropriate records in relation to the same.

We obtain this data from you. We generate this data about you. Third party.

Processing of this data is necessary to comply with employment law.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

12 Employment records: Staff rota, casual, and staff holidays, including record of timesheets and leave taken.

We, you, and other parties who are involved, also have a legitimate interest in monitoring and measuring performance.

Processing is necessary for performance of our employment/association contract with you.

Processing is necessary for performance of our employment/association contract with you.

This data will be retained for a period of 30 years from termination of your employment/association contract with you.

11 Employment records: Staff rota, including record of staff working hours, rest breaks, and overtime.
To understand the reasons that employees and you with references and keeping a record of what was said. Records of references will be kept for 30 years from termination of 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, and you have a legitimate interest in ensuring connecting or removing us from you. We generate this data about you. Third party. To the extent that criminal conviction data is relevant and processed by use in relation to the joint equity scheme, we would process it for the purpose of obtaining legal advice.

36 Employment records: End of employment. This data will be retained for a period of one year from the last date of action in relation to, you. This data will be held and processing only based on your consent. Where no such grounds for processing this data apply, it will be held and processing only based on your consent.

37 Business records: Event and meal bookings. This information will be retained for one year after the end of the relevant academic year in which the event took place.

38 Business records: Room bookings. We have a legitimate interest in the proper functioning of the College, joint equity scheme arrangement. Processing is necessary for performance of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.

39 Business records: Computer and email information, including login, username and password information for College IT systems, IP addresses of devices you connected to our network, records of internet usage. This information will be retained for ten years after the end of the academic year in which the event took place.

40 Business records: Records of information relating to event and meal bookings will be retained for ten years after the end of the relevant academic year.

41 Business records: Email contact information used in ad hoc mailing lists, for example for College events. You have a legitimate interest in the sound and effective management of College facilities, in maintaining the security of College premises, in understanding the purposes for which facilities have been reserved, and in recording the identities of those booking College facilities.

42 Business records: Allocation of key fobs/access cards. This information will be retained for a period of five years from the data of termination of your employment/association.

43 Business records: Grant applications. We have a legitimate interest in the proper function of our employer and office holder occupation. Processing is necessary for performance of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.

44 Business records: Travel applications, including flight, hotel and conference booking details. We, and other members of the College, have a legitimate interest that employees and office holders are notified of College events. Processing is necessary for the purpose of obtaining legal advice.

45 Business records: Field visits. This data is held in the College's records that contain names and/or associated personal data. For example, copies of data supplied pursuant to Freedom of Information requests or similar requests or correspondence received regarding matters of public interest or correspondence received relating to the College's activities. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.

46 Business records: Minutes of committee meetings. This data is held in the College's records that contain names and/or associated personal data. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.

47 Business records: Liquidation and/or closure. This data is held in the College's records that contain names and/or associated personal data. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.

48 Business records: Personal financial information, including salary, balances and transactions held in the College's records. Third party, and the College have a legitimate interest in maintaining appropriate records regarding the management, monitoring, decision making and financial auditing of the College. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.

49 Business records: Academic records. This data is held in the College's records that contain names and/or associated personal data. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.

50 Business records: Student financial information. This data is held in the College's records that contain names and/or associated personal data. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.

51 Business records: Student disciplinary procedures. This data is held in the College's records that contain names and/or associated personal data. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.

52 Business records: Exclusion/data protection. This data is held in the College's records that contain names and/or associated personal data. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.

53 Business records: Remittances and/or transfer of monies. This data is held in the College's records that contain names and/or associated personal data. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.

54 Business records: Alumni. This data is held in the College's records that contain names and/or associated personal data. We have a legitimate interest in holding appropriate records relating to potentially contentious matters.
Where data is recorded concerning criminal incidents, accident reports, and health and safety records are retained for 6 years from the date of closure of your library account.

As part of the administration and management of the College, we, or a third party on our behalf, obtain and store the data in the College Archives.

We have a legitimate interest in ensuring the security of our premises and the exclusion of non-authorised individuals. We, your colleagues, students and others also have a legitimate interest in the College's own record of what its members have achieved over time.

The College has a legitimate interest in maintaining access to College property, to the extent that the materials in question relate to the education provided at the College, the processing is necessary for the performance of a public task. We also have a legitimate interest in the College's own record of what its members have achieved over time.

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We have a legitimate interest in reducing the risk of security incidents, accident reports and health and safety records. Security incidents, accident reports and health and safety records.

We have a legitimate interest in creating and maintaining a record of the College's cultural life, which may include records of such events and heritage activities, as well as images from events and heritage activities. Photographs from events and heritage activities.

The College has a legitimate interest in creating a visual record of employees and office holders over time. The College has a legitimate interest in holding a visual record of employees and office holders over time.

We have a legitimate interest in complying with our employment, equality or other legal obligations, or in order to fulfil our contract with you.

We have a legitimate interest in recording the names, addresses, and other personal information of College members, and in order to enable the College to communicate with its members.

We, and residents of the College, have a legitimate interest in information about you which you have manifestly made public.

Photographic records of College life, including records of buildings, events, clubs and societies, photos and performances, and participation in events and sporting fixtures and of the academics.

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The College has a legitimate interest in evaluating the performance of its academic members and, as part of the records of students, advisees, and participants in events and sporting fixtures and of the academics.

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