<table>
<thead>
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<th>B.</th>
<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>Lawful basis for processing</th>
<th>Details relating to lawful basis (where applicable)</th>
<th>Special category details of public interest etc. (where applicable)</th>
<th>Critical categories/personal allegations (where relevant)</th>
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<td>1</td>
<td>Accident records containing information about the date and nature of the accident, incident records, records of who has accessed the CCTV images and recordings and the reason for accessing them</td>
<td>The College has a legitimate interest in creating and retaining records of accidents on College premises to assist with its management of health and safety risks.</td>
<td>To 30 months. Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms;</td>
<td>Processing is necessary for compliance with a legal obligation.</td>
<td></td>
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8 Records of keys and access cards/fobs issued, including the name of the person to whom the key/fob has been issued and the identity number of the fob. We obtain this data from the University of Oxford. We generate this data about you so that we have a record of who holds keys and access cards/fobs to support College security arrangements. For as long as you hold the key/card/fob and 12 months after return.

9 Room bookings consisting of room, date/time, booking description and the identity of the person/society/organisation booking the room. Records of requests and bookings for rooms, including records of any decisions the College makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.

We obtain this data from you. We generate this data about you as part of the system for providing College rooms and facilities to members of the College. Until 12 months after the date of the event. 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 making its rooms available to members of the College to enable events to be held.

10 Names and addresses for delivery of mail and other items, including Parcel receipt and management records: containing names of recipient, location of parcel and who signed for it.

We generate this data about you for twelve months. 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 and its members have legitimate interests in receiving deliveries, and in maintaining records to help reduce the risk of deliveries being lost after receipt at the College.

11 Punt booking records consisting of the date and time of booking, the name and purpose of booking.

We obtain this data from you. We generate this data about you to assist with administration and security of College punts. For twelve months. 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 providing access to its punts.

12 Pigeon hole management records, consisting of the names of pigeon hole holders.

We generate this data about you to assist with delivering post and other items to pigeon holes. For as long as you have the pigeon hole. 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 and its members have a legitimate interest in operating a pigeon hole system to assist with the efficient delivery of post and similar items.

13 Parking access request form containing the applicant’s name.

We obtain this data from you. We generate this data about you so that we can consider applications for a parking space and decide whether to provide a space to applicants. For as long as you have the parking space. 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 supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.

Where it processes special category data for these purposes, the College is exercising a function under Schedules 1 and 2 to the Data Protection Act 1998. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law.

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

Where it processes criminal convictions/allegations of criminal activity data for these purposes, the College is exercising a function under Schedules 1 and 2 to the Data Protection Act 1998. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law.

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