The College has a legitimate interest in keeping such records to help develop and guide students during their studies.

Processing is necessary for equality of performance of our contract with you; opportunity or treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.

EITHER:
For 25 years after the end of the academic year you cease to be a registered student.

OR IF RETAINED IN ARCHIVE:
Permanently.

Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 and/or public interest grounds (further information).

We obtain this data from you.

Information about your health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.

We obtain the data from the University of Oxford.

We obtain this data from third parties, such as medical professionals that you ask to provide us with information.

1. Your dates of attendance, course of study and outcome of your studies, results of College examinations (“collections”), University examinations, and College and University assessments, awards, scholarships and prizes conferred. Records of your student status, including whether you are on the visiting student programme and whether you are a full-time or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.

2. Information about your health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.

3. Information about your academic progress and if we are later asked for a reference or verification of your attendance. So that we can administer and provide your course.

4. Records of student performance and attendance, including records of student self-assessment.

5. Your dates of attendance, course of study and outcome of your studies, results of College examinations (“collections”), University examinations, and College and University assessments, awards, scholarships and prizes conferred. Records of your student status, including whether you are on the visiting student programme and whether you are a full-time or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.
<table>
<thead>
<tr>
<th>Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to written work and submission of extenuating circumstances. Decision-making about such requests and records of actions taken.</th>
<th>If retained in the academic year after you cease to be a registered student:</th>
<th>We process this information and make decisions about you when you ask us to, and in accordance with the College's policies relating to such requests.</th>
<th>We obtain this data from you and generate this data about you.</th>
<th>COSTAL public interest under the GDPR and Data Protection Act 2018. Where the College processes special category data for these purposes, the processing is necessary for the performance of a contract, for the purposes of or in the interests of a task carried out in the public interest, for the purpose of exercising a protective function.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>We obtain this data from you and generate this data about you.</td>
<td>Further: For 25 years after the end of the academic year after you cease to be a registered student.</td>
<td>Decision-making about such requests and records of actions taken.</td>
<td>We process this information and make decisions about you when you ask us to, and in accordance with the College's policies relating to such requests.</td>
<td>We obtain this data from you and generate this data about you.</td>
<td></td>
</tr>
<tr>
<td>For 6 months after the end of the academic year after you cease to be a registered student.</td>
<td></td>
<td></td>
<td>We process this information and make decisions about you when you ask us to, and in accordance with the College's policies relating to such requests.</td>
<td>We obtain this data from you.</td>
<td></td>
</tr>
<tr>
<td>ORDER OF RETAINED IN ARCHIVE: Permanently.</td>
<td></td>
<td>Processing is necessary for performance of our contract with you;</td>
<td>Processing is necessary for the purposes of or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms;</td>
<td>Processing is necessary for the performance of a task carried out in the public interest;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Processing is necessary for the performance of a task carried out in the public interest;</td>
<td>Processing is necessary for the purposes of or someone else’s 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>
</tr>
<tr>
<td>We generate this data about you.</td>
<td>see that we have records of which students act as hosts on open days and can administer such open days (WHERE APPLICABLE: and record of any payments or other benefits paid by the College)</td>
<td>In order to provide you with accommodation-related services and so that we have records for safety purposes of who is in College premises.</td>
<td>These records will be retained for six months after your tenancy or licence ends.</td>
<td>see that we have records of whether students act as hosts on open days (WHERE APPLICABLE: and record of any payments or other benefits paid by the College)</td>
<td></td>
</tr>
<tr>
<td>We obtain this data from you.</td>
<td>In order to provide you with accommodation-related services and so that we have records for safety purposes of who is in College premises.</td>
<td>These records will be retained for six months after your tenancy or licence ends.</td>
<td>Processing is necessary for the purposes of or someone else’s 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>
</tr>
<tr>
<td>We generate this data about you.</td>
<td>In order to provide you with accommodation-related services and so that we have records for safety purposes of who is in College premises.</td>
<td>These records will be retained for six months after your tenancy or licence ends.</td>
<td>Processing is necessary for the purposes of or someone else’s 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>
</tr>
<tr>
<td>The College and its residents have a legitimate interest in the College providing accommodation and operating it efficiently and safely.</td>
<td>Processing is necessary for the purposes of or someone else’s 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>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986 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.

The College has a legitimate interest in ensuring that such requests and bookings are considered pursuant to its procedures and in accordance with relevant legislation.

The College has a legal obligation under the Education (No 2) Act 1986 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.

Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Education (No 2) Act 1986 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.

The processing is also necessary for the exercise of a protective function.

In both cases, the processing must be carried out without consent so as not to prejudice those purposes.

The processing is also necessary for the exercise of a protective function.

In both cases, the processing must be carried out without consent so as not to prejudice those purposes.

We collect fees due to the University on its behalf and account to it for such fees.

The University has a legitimate interest in collecting fees due to it.

We also collected University Fees on behalf of the University, the University informs us what you owe so that we may do this. We transfer the fees to the University, which then updates the record of what you owe.

We may also obtain this data from schools or referees.

We generate this data about you.

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

Processing is necessary for the performance of our contract with you;

Processing is necessary for the performance of our contract with the University.

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 performance of our contract with you;

Processing is necessary for the performance of your contract with the University.

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 performance of our contract with you;

Processing is necessary for the performance of your contract with the University.

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.
Legislation determines to an extent the level of fees you are required to pay, based on your country of residence.

Processing is necessary for performance of our contract with you; OR IF RETAINED IN ARCHIVE: Where criminal convictions, incidents or allegations are declared or reported to us, we will retain this data for 6 years after the end of the academic year when you cease to be a registered student.

EITHER:

Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.

The processing is also necessary for the exercise of a protective function.

In both cases, the processing must be carried out without consent so as not to prejudice those purposes.

The College has a legitimate interest in the College being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.

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.

The College has a legitimate interest in the College being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.

The processing is necessary for the prevention of a breach of its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments, and to comply with its health and safety obligations.

The processing is also necessary for the exercise of a protective function.

In both cases, the processing must be carried out without consent so as not to prejudice those purposes.

The College has a legitimate interest in maintaining a record of its cultural life, including for researchers and future students.
<table>
<thead>
<tr>
<th>Record Type</th>
<th>Details</th>
<th>Retention Period</th>
<th>Processing</th>
<th>Legitimate Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal or statutory compliance purposes</td>
<td>We generate this data about you in order to have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements. These records will be retained for a period of 6 years from the date generated for compliance purposes unless there is compelling justification for the data to be retained for a longer period (for example in connection with legal advice, or in reaction to auditing obligations).</td>
<td>6 years</td>
<td>Processing is necessary for compliance with a legal obligation.</td>
<td>Substantial public interest under the UK Data Protection Act 2018</td>
</tr>
<tr>
<td>Passport records</td>
<td>We obtain this data from you before the College organises an event abroad (for example a College Choir event).</td>
<td>3 months after the date on which you return from the overseas event/trip.</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>The College has a legitimate interest in arranging cultural events abroad.</td>
</tr>
<tr>
<td>Information and copies of research confirming your entitlement to study in the UK, including records of your confirmation of acceptance for studies, passport, student visa and/or biometric residence permit, attendance records. We also have access to the University’s system that shows whether you have the right to work in the UK.</td>
<td>We obtain this data from the University of Oxford.</td>
<td>EITHER: 25 years after the end of the academic year you cease to be a registered student; OR IF RETAINED IN ARCHIVE: Permanently.</td>
<td>Processing is necessary for performance of our contract with you; 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.</td>
<td>The College, its students and the University have a legitimate interest in the College being able to provide information to the University in order to enable it to comply with immigration law obligations. In the case of right to work information, the processing is necessary for the College to comply with the requirements of UK Visas and Immigration under immigration law.</td>
</tr>
<tr>
<td>We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This involves us taking copies of passports and visas, which we store electronically and share with the University so that it has records of students’ entitlement to study. We also provide the University with students’ name, date of birth, passport number, course, fees paid &amp; due for it to share this information with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.</td>
<td>We obtain this data from you.</td>
<td>EITHER: 25 years after the end of the academic year you cease to be a registered student; OR IF RETAINED IN ARCHIVE: Permanently.</td>
<td>Processing is necessary for performance of our contract with you; Processing is necessary for compliance with a legal obligation; Explicit consent.</td>
<td>The College and its students have a legitimate interest in the College being able to contact someone you nominate for emergency situations.</td>
</tr>
<tr>
<td>Emergency contact details</td>
<td>We obtain this data from you.</td>
<td>6 years after the end of the academic year when you cease to be a registered student.</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>The College and its students have a legitimate interest in the College being able to contact someone you nominate for emergency situations.</td>
</tr>
</tbody>
</table>
The College has a legitimate interest in receiving, considering and making decisions about financial support in the interests of its students.

The College has a legitimate interest in ensuring that people from a range of backgrounds have the opportunity to attend the College.

The College has a legitimate interest in being able to take account of relevant circumstances when we deliver your course.

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

EITHER:
- For 25 years after the end of the academic year when you cease to be a registered student.
- OR IF RETAINED IN ARCHIVE: Permanently.

We obtain this data from you.

We generate this data about you.

We may receive decisions from third parties that provide financial support.

We generate this data about you.

We generate this data about you.

We generate this data about you.

We obtain this data from the University of Oxford.

We obtain this data from you.

We generate this data about you.

We obtain this data from you.

We generate this data about you.

We obtain this data from the University of Oxford.

We generate this data about you.

We obtain this data from you.
23 Records concerning nominations and decisions to confer prizes, scholarships and awards from third-party donors.

- We obtain this data from you.
- We generate this data about you.
- We receive this information from third party donors.

- In order to decide who is to receive scholarships, awards or prizes.
- We will only share your information with such a donor with your consent.

**OR IF RETAINED IN ARCHIVE:**
- Permanently.

24 Student debt records and records of debts recovered; records of decisions we take about debts.

- We generate this data about you.

- In order to consider and take appropriate action. Depending on the circumstances this may include exploring alternative funding options and support that the College offers, payments, considering and implementing other measures to recover debts such as payment charges, disciplinary options and/or debt recovery action.

**EITHER:**
- Records of outstanding payments will be retained until they are paid in full (or a final decision is made in relation to recovery of the debt). Information will otherwise be retained for 6 years from the date on which you cease to be a registered student of the College.

**OR IF RETAINED IN ARCHIVE:**
- Permanently.


- We generate this data about you.

- To operate College library facilities.

- These records will be retained for a period of one year from the date of closure of your library account.

**Processing is necessary for performance of our contract 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.**

The College has a legitimate interest in being able to operate its library and collect fines in accordance with its regulations and procedures.

26 Records of any decisions that you tell us about regarding your course, such as options you wish to take, or if you decide to change or withdraw from your course, interrupt or suspend your studies. Records of any decisions we make about your wishes, such as whether to allow you to take options, change your course or suspend your studies.

- We obtain this data from you.
- We generate this data about you.

- In order to consider and make decisions about your requests.

**EITHER:**
- For 25 years after the end of the academic year when you cease to be a registered student.

**OR IF RETAINED IN ARCHIVE:**
- Permanently.

**Processing is necessary for performance of our contract 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.**

The College has a legitimate interest in being able to make decisions about your requests in accordance with its regulations and procedures.

27 Welfare records, including confidential records about requests for support and counselling, and of support and counselling provided.

- We obtain this data from you.
- We generate this data about you.

- In order to provide support and counselling services to our students.

**EITHER:**
- For 25 years after the end of the academic year when you cease to be a registered student.

**OR IF RETAINED IN ARCHIVE:**
- 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 and its students have a legitimate interest in providing and having access to support and counselling services.

28 Records of students who have opted out of public display of [their results/scholarships/awards/prizes]

- We obtain this data from you.

- In order to comply with student requests.

**EITHER:**
- For 25 years after the end of the academic year when you cease to be a registered student.

**Processing is necessary for performance of our contract with you;**
**Processing is necessary for compliance with a legal obligation.**

The College and its students have a legitimate interest in providing and having access to support and counselling services.
There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. The College is required to implement appropriate safeguards for individuals' 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.

Student information that appears in marketing and outreach materials, such as photographs of students and quotations about their experience, records of any students that participate in outreach activity.

We retain this data from you to promote the College to potential applicants. We generate this data about you to enable students to participate in College events. We retain this data from you to promote the College to potential applicants. You may request that your contact data be removed from marketing lists within three months of the date on which you ceased to be a registered student at 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. The College and its students have a legitimate interest that students are notified of information about the College and University (for example, events).

Research student records, including details of your supervisor, the supervision process, examiner, College advisor, thesis title, submission and examination dates, progress reports, records of meetings about your progress.

We retain this data from the University of Oxford. We generate this data about you in order to monitor your progress and make decisions about it.

If retained in archive: Permanently.

Processing is necessary for archiving in the public interest, and/or for historical research purposes.

37
Data listed in this table that we hold after the end of your contract with us, including data that we hold permanently for archiving and research purposes.

In order to provide references, and so that we have a record of required by a regulator, for archiving and research purposes and/or for the purposes of legal claims.

We retain this data from you. We generate this data about you. See periods listed elsewhere in this table. 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 being able to provide references to its students and former students, and in being able to provide information to regulatory bodies or third parties in connection with those purposes.

Processing is necessary for archiving in the public interest, and/or for historical research purposes.

38
Records of consultations and any medical treatment or advice given by the College Nurse.

We retain this data from you. We generate this data about you for 2 years after the end of the academic year when you ceased to be a registered student, or when you reach age 21, whichever is later.

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 a College nurse available to provide basic medical advice and treatment to its students.

Processing is necessary for health purposes under the Data Protection Act 1988.

39
Other data we provide.

We generate this data about you. Before we ask 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.