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<th>Legitimate basis for processing</th>
<th>Special category details</th>
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</table>
Recruitment records: equality monitoring data. This may consist of data referring to equality strands including health, disability or religious beliefs.

**Appointments records:**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Recruiters</th>
<th>Data Protection Legislation</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical/health and disability information</td>
<td>We obtain this data from you</td>
<td>Data Protection Act 2018</td>
<td>Recruitment records of successful applicants will be held for up to 4 years from the date of the end of the contract of employment; Recruitment records of unsuccessful applicants will be retained for 6 years after termination of employment for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.</td>
</tr>
<tr>
<td>Equality or monitoring purposes (e.g. admissions data)</td>
<td>We obtain this data from you</td>
<td>Data Protection Act 2018</td>
<td>Recruitment records of successful applicants will be held for up to 4 years from the date of the end of the contract of employment; Recruitment records of unsuccessful applicants will be retained for 6 years after termination of employment for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.</td>
</tr>
</tbody>
</table>

We generate this data for equality or monitoring purposes. This information will be kept in a format that anonymised form for College records and monitoring purposes.

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 compliance with equality law.

The College stores various right to work documents in compliance with immigration law requirements. It is necessary to store recruitment data for one year from the end of the recruitment basis in order to take account of time limits for bringing any claims of discrimination.

We obtain this data from the University of Oxford; We obtain this data from students, colleagues and third parties.

Processing is necessary for compliance with a legal obligation; Processing is necessary for equality of opportunity of 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.

For equality or monitoring purposes. This information will only be kept and processed in anonymised form. This information will be kept in order to maintain complete and accurate records of your employment and to respond to any post employment queries.

Processing is necessary for performance of our contract with you; Processing is necessary in order to enter into or to perform a contract with you; Processing is necessary for compliance with a legal obligation.

For equality or monitoring purposes. This information will only be kept and processed in anonymised form. This information will be kept in order to maintain complete and accurate records of your employment and to respond to any post employment queries.

Processing is necessary for performance of our contract with you; Processing is necessary in order to enter into or to perform a contract with you; Processing is necessary for compliance with a legal obligation.

We generate this data about 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; We have a legitimate interest in ensuring the security of our premises and the exclusion of non-authorized individuals, i.e. your colleagues, students and others who have a legitimate interest in being able to identify you. In relation to College archives, the College has a legitimate interest in keeping a visual record of employees and office-holders over time.

Photographs (formal)
data record, such as card and personal card details, 

depository and expense claims.

We obtain this data from

You, in order to transfer expense claims made and to make necessary payments.

Data relating to expense allowances and expense claims will be retained for six years from the end of the financial year in which the transaction occurred.

Processing is necessary for performance of our contract with you.

We have a legitimate interest in operating and ensuring appropriate use of the College financial system.

We obtain this data from

We obtain this data from

We generate this data

We generate this data

We generate this data

We generate this data

You; we generate this data about you.

We, and residents of the College, have a legitimate interest in restricting access to College property.

We have a legitimate interest in operating and ensuring appropriate use of the College financial system.

We obtain this data from

We obtain this data from

We obtain this data from

We generate this data

We generate this data

We obtain this data from

We generate this data

We generate this data

We generate this data

You; we generate this data about you.

We are required by law to confirm and hold various deposit schemes, and hold appropriate records in relation to the same.

You; we generate this data about you.

You; we generate this data about you.

We have a legitimate interest in operating and ensuring appropriate use of the College financial system.

You; we generate this data about you.

We generate this data

We generate this data

We generate this data

We generate this data

We generate this data

We generate this data

You; we generate this data about you.

We are required by law to confirm and hold appropriate records regarding the immigration status of tenants. We also have legitimate interest in knowing who the occupants of College properties are.

Agreed consent

You; we generate this data about you.

You; we generate this data about you.

You; we generate this data about you.

We generate this data

We generate this data

We generate this data

We generate this data

We generate this data

We generate this data

You; we generate this data about you.

We have a legitimate interest in operating and ensuring appropriate use of the College financial system.

You; we generate this data about you.

We have a legitimate interest in being able to request this data from the pensions provider at your request, and discussing it with you, including any implications of adjustments.

You; we generate this data about you.

We have a legitimate interest in operating and ensuring appropriate use of the College financial system.

You; we generate this data about you.

We have a legitimate interest in operating and ensuring appropriate use of the College financial system.

You; we generate this data about you.
We obtain this data from:

- Learning and development records, including your learning and development achievements, for our or your legitimate interests in the mandatory provision of training on specific issues to employees and office holders. We, and you, also have a legitimate interest in being able to provide this information to the University of Oxford’s pension provider to enable the provider to operate the relevant pension scheme and your and their respective rights and obligations.
- Conflict of interest declarations. We generate this data about you. In the event of any decisions made regarding your well-being, it is in you, and our, legitimate interests for us to have the means to contact a family member or other designated representative in a situation where there is significant concern for your welfare.
- Next of kin/emergency contact data. We generate this data about you. 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 compiling a record of an individual who may be able to provide assistance in the event of an emergency. This data will be destroyed within three months of the date of termination of your employment. If declarations are mentioned during governing body sessions, the minutes of the meeting will be retained for 6 years from the date of termination of employment. These records will be kept for 6 years from the date of termination of employment, unless the assessment relates to the mandatory provision of training on specific issues to employees and office holders. Following is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/pension as authorised by UK laws.
- Health and Safety records. We generate this data about you. We, and you, also have a legitimate interest in the addition of such records to the College archives.
- Staff roles, benefits, and part-time working arrangements, time sheets, and social work claims forms, and attendance records. We generate this data about you. Where work exposes employees to asbestos where records of assessments will be retained for 40 years. This data will be destroyed within three months of the date of termination of your employment. In order to be able to provide relevant data on their pension from the relevant pension provider, in perpetuity. The data is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity. Processing is necessary for carrying out our or your legitimate interests in employment or social security/pension as authorised by UK laws.
- Other data relating to your occupational pension scheme, including:
  - health information about you (as a result of incapacity retirement benefit);
  - incapacity retirement benefit);
  - death in service benefit nominations;
  - reverse engineering of trade union affiliation in the case of strike absences.
- We generate this data about you. We have a legitimate interest in compiling a record of an individual who may be able to provide assistance in the event of an emergency.
- We, and you, also have a legitimate interest in the addition of such records to the College archives.
- We have a legitimate interest in holding information about you.
- We also have a legitimate interest in holding information about you.
- We, and you, also have a legitimate interest in the addition of such records to the College archives.
- Third parties.
- We generate this data about you.
- The governing body, sub-committees and working parties, to the management of College business.
- Copies of the records are also provided to and stored in the College archives.
- In order to be able to provide relevant data on their pension from the relevant pension provider, in perpetuity. The data is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity. Processing is necessary for carrying out our or your legitimate interests in employment or social security/pension as authorised by UK laws.
We obtain this data from the university of Oxford. (a) We generate this data from third parties.

We generate this data from the college archives, and office holder disciplinary matters.

We obtain this data from the college archives, in relation to employee and office holder disciplinary matters.

We obtain this data from the college archives, in relation to employee and office holder disciplinary matters.

We obtain this data from the college archives, from records of any investigation and / or decision that we take, and from other parties relevant to the disciplinary / harassment record.

We obtain this data from the college archives, for the proper functioning of the promotion application and award process.

We obtain this data from the records of students and tutors. (b) We generate this data from the college archives, and for the proper functioning of the pastoral care.

We obtain this data from the college archives, for the proper functioning of the pastoral care.

We obtain this data from the college archives, in relation to the college archives.

We obtain this data from the college archives, for the proper functioning of the pastoral care.

We obtain this data from the college archives, for the proper functioning of the pastoral care.
<table>
<thead>
<tr>
<th>Reference</th>
<th>Appraisal information, including objectives, feedback given and noted down about you, records of appraisal discussions and Personal Development Plans.</th>
<th>To organise in and assist in your professional development.</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Absence records (including but not limited to opinions and comments made by you on student’s performance).</td>
<td>To maintain a record of your training needs, to the extent necessary for the performance of your duties, or where such data is required to be kept under data protection legislation.</td>
<td>N/A</td>
</tr>
<tr>
<td>12</td>
<td>Sabbatical entitlements, including proposed dates, historical sabbatical periods, plans for the use of sabbatical time and reports on sabbaticals taken.</td>
<td>To record, monitor, plan for and ensure sabbatical time and reports on sabbaticals are taken.</td>
<td>N/A</td>
</tr>
<tr>
<td>13</td>
<td>References provided, or in relation to, you by external organisations.</td>
<td>To record references about you; where such data is required to be kept under data protection legislation.</td>
<td>N/A</td>
</tr>
<tr>
<td>14</td>
<td>Staffstripe bookings, including details of business stored on College payment systems and any charges paid/outstanding.</td>
<td>To record, monitor, plan for and arrange for the recovery of monies owed.</td>
<td>N/A</td>
</tr>
<tr>
<td>15</td>
<td>Medical questionnaires, notes and occupational health reports, including specific health issues, records of consequent adjustments, and communications relating thereto.</td>
<td>To maintain records of occupational health reports relating to the Control of Asbestos at Work Regulations or Control of Substances Hazardous to Health Regulations, for a period of 4 years from the termination of employment.</td>
<td>N/A</td>
</tr>
<tr>
<td>16</td>
<td>Minutes recorded (excluding but not limited to minutes concerning teaching, research (including research related grants) and any minutes of the College governing body sessions).</td>
<td>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 maintaining records of College matters, including reports and discussions therein, in some circumstances processing will be necessary to comply with our employment, equality or other legal obligations, or in order to fulfil our contract with you.</td>
<td>N/A</td>
</tr>
<tr>
<td>17</td>
<td>Opinions and comments made by you on student’s attendance and other reports, and expressed during or in relation to College meetings (where the same were recorded).</td>
<td>To maintain records of opinions and comments made by you on student’s performance, and in relation to College meetings (to the extent recorded).</td>
<td>N/A</td>
</tr>
</tbody>
</table>
We process this data for the following purposes:

1. 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.

2. To support the development of our understanding of the under-performance of employees and to appropriately manage under-performance. This data will be retained for 4 years from the end of the employment or the capability procedure, whichever is later.

3. To understand the reasons that employees and office holders leave. We also have a legitimate interest in understanding the reasons that employees and office holders leave, and identifying sources of feedback, decisions and outcomes.

4. To identify trends and issues, and to assist in the proper functioning of the employee and office holder benefits system. These records will be retained for 5 years from the date of termination of your employment.

5. To comply with our obligations as an employer in the management of employee time. These records will be retained for 6 years from the date of termination of your employment.

6. To manage under-performance. These records will be retained for 6 years from the date of termination of your employment.

7. To support the development of our understanding of the under-performance of employees and to appropriately manage under-performance. These records will be retained for 4 years from the end of the employment or the capability procedure, whichever is later.

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69. To comply with our obligations as an employer in the management of employee time. These records will be retained for 6 years from the date of termination of your employment.

70. To manage under-performance. These records will be retained for 6 years from the date of termination of your employment.
<table>
<thead>
<tr>
<th>Records of College cultural life and personal papers donated by members, including written records of events, choir, clubs and societies, place and performance, of participation in events and sporting fixtures and of the outcomes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>We obtain this data from the University of Oxford and generate this data about you for the purpose of maintaining a record of its cultural life. 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 maintaining a record of its cultural life. Producing relates to personal data which you have manifestly made public.</td>
</tr>
<tr>
<td>Email contact information used in ad hoc mailing</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>We obtain this data from the University of Oxford and generate this data about you. Processing is necessary for the purpose of obtaining legal advice or establishment, exercising or defending legal rights. The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Records of information security incidents and of known incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>We obtain this data from the University of Oxford and generate this data about you. Processing is necessary for the purpose of obtaining legal advice or establishment, exercising or defending legal rights. The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third party contact information used in ad hoc mailing, for example for College events.</th>
</tr>
</thead>
<tbody>
<tr>
<td>We obtain this data from the University of Oxford and generate this data about you. Processing is necessary for the purpose of obtaining legal advice or establishment, exercising or defending legal rights. The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of deeds supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice, or in relation to auditing obligations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>We obtain this data from the University of Oxford and generate this data about you. Processing is necessary for the purpose of obtaining legal advice or establishment, exercising or defending legal rights. The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College joint equity scheme arrangements, including the documents, copies of mortgage paperwork and payment records</th>
</tr>
</thead>
<tbody>
<tr>
<td>We obtain this data from the University of Oxford and generate this data about you. Processing is necessary for the purpose of establishing, exercising or defending legal rights. The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UK membership fees, donations, costs, details, announcement of membership, terms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>We obtain this data from the University of Oxford and generate this data about you. Processing is necessary for the purpose of obtaining legal advice or establishment, exercising or defending legal rights. The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018.</td>
</tr>
</tbody>
</table>