Jesus College, Oxford GDPR Record of Processing Activities, V1.0, 25 May 2018

D.	Category of personal data	Source of the data	Why we process it	How long we keep this data		Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public intere (where appropriate)
	Names, contact information, the dates and nature	We obtain this data	To maintain a record of how our archives	Permanently, except for		The College has a legitimate interest in	Processing is necessary	In the case of processing disability data r
	of inquiries relating to visitors, enquirers,	from you	have been used and who has previously	disability information	purposes of our or someone	maintaining the integrity of its archives, to	for compliance with	for access requirements, the processing
	researchers and donors to our archives.	We generate this data	used them, so that we can monitor the use	provided to us solely for		ensure they are kept securely and are	equality law (Substantial	necessary for the prevention of a breach
		about you	and integrity of our archives.	accessibility purposes, which	-	available as a resource for researchers and		obligations under the Equality Act 2010.
	Records include the contact details of applicants			will be retained for 12 months		others with a legitimate interest in	UK Data Protection Act)	processing is necessary for reasons of su
	for access to College archives, records of		It is useful to refer back to earlier enquiries		freedoms	reviewing the archives.	· · · · · · · · · · · · · · · · · · ·	public interest, namely that the College
	applications including the reasons for the		on similar topics.			-		comply with its statutory obligations cor
	application, the nature of the records requested							equality and to make reasonable adjustr
	and the access granted.		This information is also retained for the					
	-		security of the collections.					Such processing must be carried out wit
	Records may include disability information if this							consent so as not to prejudice those pur
	is relevant to accessibility of the archive. It may							
	also includes information about the reasons for							In the case of other special category dat
	the researcher's interest, whcih may refer for							processing is necessary for archiving and
	example to their religion or belief.							scientific or historical research purposes
								the public interest.
	Records of College cultural life: photographs,	We obtain this data	As part of the College archive recording	Permanently.	Processing is necessary for the	The College has a legitimate interest in	Processing is necessary	There is a public interest in the College
	pictures, written records, trophies, other	from you	College life, which may be relevant to you		purposes of our or someone	maintaining a record of its cultural life.	for archiving purposes in	maintaining its archive of College life for
	memorabilia and ephemera of college members,	We generate this data	individually (for example if you later		else's legitimate interests,	-	the public interest as	generations, and in the context of the C
	teams, choirs, clubs and societies, plays and	about you	request a reference from us), but which is		except where overridden by		permitted under the UK	being a College of a long-established Un
	performances, of participation in events and	We obtain this data	also part of the College's own record of		your data protection rights and		Data Protection Act	with a strong identity and history.
	sporting fixtures and of the outcomes. This may	from other third parties	what its members have achieved over time.		freedoms.			
	include written correspondence and minute	e.g. student societies.						The College is required to implement ap
	books relating to these matters.							safeguards for individuals' rights and fre
	-							The UK Data Protection Act provides saf
								by making specific provision preventing
								processing which is likely to cause subst
								damage or substantial distress to a data
								and/or which is carried out for the purp
								measures or decisions with respect to a
								data subject, unless the purposes for wh
								processing is necessary include the purp
								approved medical research.
				Dama a antha	Durana in a sana sa ƙasaka	The College has a lacitized a interest in	N1 / A	
	-	We obtain this data	To maintain a record of conservation	Permanently.		The College has a legitimate interest in	N/A	
	College archive, including the identity of who	from you	measures applied to items in our archive to			maintaining records of conservation		
		We generate this data	help with future conservation.		0	measures which will assist future		
	which the conservation measures were	about you				conservators to make decisions about the		
	performed.	Third party				appropriate conservation techniques to		
					freedoms.	use.		
	Personal papers and collections donated to the	We obtain this data	As part of the College archive we accept	Permanently.	Processing is necessary for the	The College has a legitimate interest in	Processing is necessary	There is a public interest in the College
	College archive. These may consist of	from you	and maintain papers and collections of		purposes of our or someone	receiving collections and papers for its	• •	maintaining its archive of College life for
	correspondence and documents relating to	We may receive this	significance to the College or which are		else's legitimate interests,	archive, and donors have a legitimate	the public interest and	generations, and in the context of the C
	and/or referring to the donor or third parties.	from third parties (e.g.	otherwise of importance as an archive.		•	interest in giving such collections and		being a College of a long-established Ur
	and of referring to the donor of third parties.	donors)	otherwise of importance us an arenive.		your data protection rights and			with a strong identity and history.
		001013)			freedoms.	papers to the conege.	Data Protection Act	The College is required to implement a
					needonis.		Data Frotection Act	
								safeguards for individuals' rights and fro The UK Data Protection Act provides sa
								by making specific provision preventing
								processing which is likely to cause subst
								damage or substantial distress to a data
								and/or which is carried out for the purp
								measures or decisions with respect to a
								data subject, unless the purposes for w
								processing is necessary include the purp
								approved medical research.
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erest etc	Criminal conviction/criminal	Criminal conviction/criminal allegation grounds (further information)
ta relevant ng is ach of its 10. The 'substantial ge must concerning istments. without burposes. data, the and/or ses, and is in	N/A	
e for future college University appropriate freedoms. safeguards ng sostantial ata subject; irposes of a particular which the irposes of	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	Where it processes such data for archiving purposes, 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.
e for future college University appropriate freedoms. safeguards ng sstantial ata subject; irposes of a particular which the urposes of	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	Where it processes criminal convictions data for archiving purposes, 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.

5	Records of the acquisition of items in the archive, We generate this data	To maintain a record of the content of our	Permanently.	Processing is necessary for the	The College has a legitimate interest in				
	including who the item was received from and about you	archive and how it was acquired, as a		performance of a task carried	recording, indexing and cataloguing its				
	the date of receipt. Catalogues, indexes and lists	record in its own right and in case enquiries		out in the public interest;	archive acquisitions.				
	of items in the archive including the same	are subsequently made about the archived		Processing is necessary for the					
	information.	item itself (for example, about ownership		purposes of our or someone					
	Information.								
		of the item).		else's legitimate interests,					
				except where overridden by					
				your data protection rights and					
				freedoms.					
c	Archives of academic conferences, seminars and We obtain this data		Permanently.	Processing is necessary for	The College has a legitimate interest in				
0			Permanentiy.	o ,	0 0				
	lectures hosted and/or organised by the College, from you			compliance with a legal	archiving past conferences, seminars and				
	consisting of the names of attendees,			obligation;	lectures that it hosted and/or organised.				
	agenda/programmes, papers delivered.			Processing is necessary for the					
				purposes of our or someone					
	These records may include the personal data of			else's legitimate interests,					
	attendees and organisers.			except where overridden by					
				your data protection rights and					
				freedoms.					
7	Student files including dates of attendance, We generate this data	So that we have a record of student results,	Permanently.	Processing is necessary for		cessing is necessary	There is a public interest in the College	The processing meets a	Where it processes such data, the College is
	course of study and outcome of their studies, about you;	as a record of your academic progression		performance of our contract	maintaining an archive of its activities as for ar	archiving in the	maintaining its archive of College life for future	condition in Part 1 of	required to implement appropriate
	results of College examinations ("collections"),	and if we are later asked for a reference or		with you;	part of a long established university with a public	lic interest, and/or	generations, and in the context of the College	Schedule 1 to the Data	safeguards for individuals' rights and
	University examinations, College and University We obtain this data	verification of your attendance.				historical research	being a College of a long-established University	Protection Act 2018	freedoms. The UK Data Protection Act
	assessments, awards, scholarships and prizes from the University of	,		Processing is necessary for the	o , , , , , , , , , , , , , , , , , , ,		with a strong identity and history.		provides safeguards by making specific
		To maintain the College archive of its			research.		The College is required to implement appropriate		
		<u> </u>			researen.				provision preventing processing which is
	references), academic and disciplinary records.	former students and to historically		out in the public interest;			safeguards for individuals' rights and freedoms.		likely to cause substantial damage or
	These files may include information about a	document the College's teaching function,					The UK Data Protection Act provides safeguards		substantial distress to a data subject;
	former student's personal life including their	and for the purposes of future research.		Processing is necessary for the			by making specific provision preventing		and/or which is carried out for the
	health, family circumstances, ethnicity, sexuality,			purposes of our or someone			processing which is likely to cause substantial		purposes of measures or decisions with
	political opinions, religious or philosophical			else's legitimate interests,			damage or substantial distress to a data subject;		respect to a particular data subject, unless
	beliefs, criminal convictions or allegations,			except where overridden by			and/or which is carried out for the purposes of		the purposes for which the processing is
	gender, background, family circumstances and/or			your data protection rights and			measures or decisions with respect to a particular		necessary include the purposes of
				freedoms.					
	financial circumstances.			freedoms.			data subject, unless the purposes for which the		approved medical research.
							processing is necessary include the purposes of		
							approved medical research.		
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8	Employee records for academic staff consisting of We obtain this data	To maintain historic records of College	Permanently.	Processing is necessary for the	The College has a legitimate interest in Proce	cessing is necessary	There is a public interest in the College	The processing meets a	Where it processes such data, the College is
8			Permanently.	Processing is necessary for the purposes of our or someone		cessing is necessary archiving in the	There is a public interest in the College maintaining its archive of College life for future		
8	the employee name, dates of employment, role(s) from you	employees for the archive, and in case we	Permanently.	purposes of our or someone	maintaining a record of its activities as part for ar	archiving in the	maintaining its archive of College life for future	condition in Part 1 of	required to implement appropriate
8	the employee name, dates of employment, role(s) from you and reason(s) for departure (including for We generate this data		Permanently.	purposes of our or someone else's legitimate interests,	maintaining a record of its activities as part for ar of a long established university with a public	archiving in the lic interest, and/or	maintaining its archive of College life for future generations, and in the context of the College	condition in Part 1 of Schedule 1 to the Data	required to implement appropriate safeguards for individuals' rights and
8	the employee name, dates of employment, role(s) from you and reason(s) for departure (including for We generate this data example retirement, new employment or about you	employees for the archive, and in case we	Permanently.	purposes of our or someone else's legitimate interests, except where overridden by	maintaining a record of its activities as part for ar of a long established university with a public strong identity and history, and in for hi	archiving in the lic interest, and/or historical research	maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University	condition in Part 1 of	required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act
8	the employee name, dates of employment, role(s) from you and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references	employees for the archive, and in case we	Permanently.	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	maintaining a record of its activities as part for ar of a long established university with a public strong identity and history, and in for hi maintaining such records for future purpo	archiving in the lic interest, and/or historical research poses.	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.	condition in Part 1 of Schedule 1 to the Data	required to implement appropriate safeguards for individuals' rights and freedoms. The UK Data Protection Act provides safeguards by making specific
8	the employee name, dates of employment, role(s) from you and reason(s) for departure (including for We generate this data example retirement, new employment or about you	employees for the archive, and in case we	Permanently.	purposes of our or someone else's legitimate interests, except where overridden by	maintaining a record of its activities as part for ar of a long established university with a public strong identity and history, and in for hi	archiving in the lic interest, and/or historical research poses.	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	condition in Part 1 of Schedule 1 to the Data	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
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8	the employee name, dates of employment, role(s) from you and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references	employees for the archive, and in case we	Permanently.	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research. The College, its former employees and other parties have a legitimate interest in	archiving in the lic interest, and/or historical research poses.	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;	condition in Part 1 of Schedule 1 to the Data	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
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8	the employee name, dates of employment, role(s) from you and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references	employees for the archive, and in case we	Permanently.	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research. The College, its former employees and other parties have a legitimate interest in the College being able to provide	archiving in the lic interest, and/or historical research poses.	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	condition in Part 1 of Schedule 1 to the Data	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
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8	the employee name, dates of employment, role(s) from you and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references	employees for the archive, and in case we	Permanently.	purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and	maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research. The College, its former employees and other parties have a legitimate interest in the College being able to provide	archiving in the lic interest, and/or historical research poses.	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	condition in Part 1 of Schedule 1 to the Data	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
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8	the employee name, dates of employment, role(s) from you and reason(s) for departure (including for we generate this data example retirement, new employment or dismissal), staff photograph, records of references given. given. Employee records for non-academic staff, we obtain this data consisting of the employee name, dates of from you employment, role(s) and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, We obtain this data	employees for the archive, and in case we are approached for references.		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	maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research. The College, its former employees and other parties have a legitimate interest in the College being able to provide references for former staff. The College has a legitimate interest in anintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research. The College, its former employees and other parties have a legitimate interest in maintaining such records for future research. The College, its former employees and other parties have a legitimate interest in the College being able to provide	archiving in the lic interest, and/or historical research poses.	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	condition in Part 1 of Schedule 1 to the Data	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

10	Governing body and committee agenda, minutes and related correspondence. These may include personal data of the meeting attendees, correspondents and of individuals referred to in the documents.	To maintain a historic record of College administration.	Permanently.	purposes of our or someone else's legitimate interests, except where overridden by	The College has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.	for archiving purposes in the public interest as	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.	The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	Where it processes such data, 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.
11	Financial records and legal records relating to College assets and the College estate. These may include the personal data of individuals involved in managing the College assets and estate, witnesses and parties to legal documents.	To maintain a historic record of College finances and assets.	Permanently.	purposes of our or someone else's legitimate interests, except where overridden by	The College has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.				
12	Records relating to College buildings, including architectural records and maintenance records. These may include the personal data of those involved in construction and maintenance of College buildings.	To maintain a historic record of College architecture, and to assist future conservation of College buildings.	Permanently.	performance of a task carried out in the public interest; Processing is necessary for the	The College has a legitimate interest in maintaining its historic buildings. It also has a legitimate interest in maintaining a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.				
13	Governance documents: College statutes and documents relating to their interpretation, including Privy Council documents and correspondence, decisions and documents relating to the College Visitor, Royal Commissions and related documents. These records may include the personal data of those named in the documents, including correspondents.	To maintain a historic record of governance documents relating to the College.	e 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 has a legitimate interest in maintaining a record of its governance documents for future reference.				