Wolfson College – Archives – Record of Processing Activity

ID	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processi ng	Details relating to lawful basis (where applicabl e)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/ criminal allegation grounds	Criminal conviction/ criminal allegation grounds (further information)
1	Names, contact information, the dates and nature of inquiries relating to visitors, enquirers, researchers and donors to our archives. Records include the contact details of applicants for access to College archives, records of applications including the reasons for the application, the nature of the records requested and the access granted. Records may include disability information if this is relevant to accessibility of the archive. It may also includes information about the reasons for the researcher's interest, which may refer for example to their religion or belief.	We obtain this data from you We generate this data about you	To maintain a record of how our archives have been used and who has previously used them, so that we can monitor the use and integrity of our archives. It is useful to refer back to earlier enquiries on similar topics. This information is also retained for the security of the collections.	Permanently , except for disability information provided to us solely for accessibility purposes, which will be retained for 12 months after your last contact with us.	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 the integrity of its archives, to ensure they are kept securely and are available as a resource for researchers and others with a legitimate interest in reviewing the archives.	Processing is necessary for compliance with equality law (Substantia I public interest under the UK Data Protection Act)	In the case of processing disability data relevant for access requirements, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. 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. Such processing must be carried out without consent so as not to prejudice those purposes. In the case of other special category data, the processing is necessary for archiving and/or scientific or historical research purposes, and is in the public interest.	N/A	

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2	Records of College cultural life:	We obtain	As part of the	Permanently	Processing	The College has a	Processing	There is a public interest in the College	The	Where it
	photographs, pictures, written		College	•	is		is		processing	processes such
	records, trophies, other	this data	archive		necessary	legitimate	necessary	maintaining its archive	meets a	data for
	memorabilia and ephemera of	from you	recording		for the	interest in	for	of College life for future	condition in	archiving
	college members, teams,	We	College life,		purposes of	maintaining	archiving	generations, and in the	Part 1 of	purposes, the
	choirs, clubs and societies,	generate	which may be		our or	a record of	purposes	context of the College	Schedule 1 to	College is
	plays and performances, of	this data	relevant to		someone	its cultural	in the	being a College of a	the Data	required to
	participation in events and	about	you		else's	life.	public	long-established	Protection Act	implement
	sporting fixtures and of the	you	individually		legitimate		interest as	University with a strong	2018	appropriate
	outcomes. This may include	We	(for example if		interests,		permitted	identity and history.		safeguards for
	written correspondence and	obtain	you later		except		under the			individuals'
	minute books relating to these	this data	request a		where		UK Data	The College is required		rights and
	matters.	from	reference		overridden		Protection	to implement		freedoms. The
		other	from us), but		by your		Act	appropriate safeguards		UK Data
		third	which is also		data			for individuals' rights		Protection Act
		parties	part of the		protection			and freedoms. The UK		provides
		e.g.	College's own		rights and			Data Protection Act		safeguards by
		student	record of what		freedoms			provides safeguards by		making specific
		societies.	its members					making specific		provision
			have					provision preventing		preventing
			achieved over					processing which is		processing
			time.					likely to cause		which is likely
								substantial damage or		to cause
								substantial distress to a		substantial
								data subject; and/or		damage or
								which is carried out for		substantial
								the purposes of		distress to a
								measures or decisions		data subject;
								with respect to a		and/or which is
								particular data subject,		carried out for
								unless the purposes for		the purposes of
								which the processing is		measures or
								necessary include the		decisions with
								purposes of approved		respect to a
								medical research.		particular data
										subject, unless
										the purposes
										for which the
										processing is
										necessary
										include the
										purposes of
										approved
										medical
										research.

3	Conservation information	We	To maintain a	Permanently	Processing	The College	N/A		
	relating to items in the College	obtain	record of		is	has a			
	archive, including the identity of	this data	conservation		necessary	legitimate			
	who carried out the	from you	measures		for the	interest in			
	conservation and of the item on	We	applied to		purposes of	maintaining			
	which the conservation	generate	items in our		our or	records of			
	measures were performed.	this data	archive to		someone	conservatio			
		about	help with		else's	n measures			
		you	future		legitimate	which will			
		Third	conservation.		interests,	assist future			
		party			except	conservator			
					where	s to make			
					overridden	decisions			
					by your	about the			
					data	appropriate			
					protection	conservatio			
					rights and	n			
					freedoms	techniques			
						to use.			

	collections donated to the College archive. These may consist of correspondence and documents relating to and/or referring to the donor or third parties.	obtain this data from you We may receive this from third parties (e.g. donors)	College archive we accept and maintain papers and collections of significance to the College or which are otherwise of importance as an archive.		is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	has a legitimate interest in receiving collections and papers for its archive, and donors have a legitimate interest in giving such collections and papers to the College.	is necessary for archiving purposes in the public interest and for research purposes as permitted under the UK Data Protection Act	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.	processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	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.
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5	Records of the acquisition of items in the archive, including who the item was received from and the date of receipt. Catalogues, indexes and lists of items in the archive including the same information.	We generate this data about you	To maintain a record of the content of our archive and how it was acquired, as a record in its own right and in case enquiries are subsequently made about the archived item itself (for example, about ownership of the item).	Permanently	Processing is necessary for the performanc e of a task carried out in the public interest 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 recording, indexing and cataloguing its archive acquisitions.		
6	Archives of academic conferences, seminars and lectures hosted and/or organised by the College, consisting of the names of attendees, agenda/programmes, papers delivered. These records may include the personal data of attendees and organisers.	We obtain this data from you		Permanently	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	The College has a legitimate interest in archiving past conferences , seminars and lectures that it hosted and/or organised.		

		data protection rights and freedoms			

7 Ctudent files including datas of	We	Co that wa	Dormonorthy	Dragogina	The College	Dragonics	Thora is a public	The	Whore it
7 Student files including dates of		So that we	Permanently	Processing	The College	Processing	There is a public	-	Where it
attendance, course of study	generate	have a record	•	is	has a	is	interest in the College	processing	processes such
and outcome of their studies,	this data	of student		necessary	legitimate	necessary	maintaining its archive	meets a	data, the
results of College examinations	about	results, as a		for	interest in	for	of College life for future	condition in	College is
("collections"), University	you;	record of your		performanc	maintaining	archiving in	generations, and in the	Part 1 of	required to
examinations, College and		academic		e of our	an archive	the public	context of the College	Schedule 1 to	implement
University assessments,	We	progression		contract	of its	interest,	being a College of a	the Data	appropriate
awards, scholarships and	obtain	and if we are		with you;	activities as	and/or for	long-established	Protection Act	safeguards for
prizes conferred, applications	this data	later asked for			part of a	historical	University with a strong	2018	individuals'
(e.g. UCAS forms and	from the	a reference or		Processing	long	research	identity and history.		rights and
references), academic and	Universit	verification of		is	established	purposes.			freedoms. The
disciplinary records.	y of	your		necessary	university		The College is required		UK Data
	Oxford.	attendance.		for the	with a		to implement		Protection Act
These files may include				performanc	strong		appropriate safeguards		provides
information about a former		To maintain		e of a task	identity and		for individuals' rights		safeguards by
student's personal life including		the College		carried out	history, and		and freedoms. The UK		making specific
their health, family		archive of its		in the public	in		Data Protection Act		provision
circumstances, ethnicity,		former		interest;	maintaining		provides safeguards by		preventing
sexuality, political opinions,		students and			such		making specific		processing
religious or philosophical		to historically		Processing	records for		provision preventing		which is likely
beliefs, criminal convictions or		document the		is	future		processing which is		to cause
allegations, gender,		College's		necessary	research.		likely to cause		substantial
background, family		teaching		for the			substantial damage or		damage or
circumstances and/or financial		function, and		purposes of			substantial distress to a		substantial
circumstances.		for the		our or			data subject; and/or		distress to a
		purposes of		someone			which is carried out for		data subject;
		future		else's			the purposes of		and/or which is
		research.		legitimate			measures or decisions		carried out for
				interests,			with respect to a		the purposes of
				except			particular data subject,		measures or
				where			unless the purposes for		decisions with
				overridden			which the processing is		respect to a
				by your			necessary include the		particular data
				data			purposes of approved		subject, unless
				protection			medical research.		the purposes
				rights and					for which the
				freedoms.					processing is
									necessary
									include the
									purposes of
									approved
									medical
									research.

8	Employee records for academic staff consisting of the employee name, dates of employment, role(s) and reason(s) for departure (including for example retirement, new employment or dismissal), staff photograph, records of references given.	We obtain this data from you We generate this data about you	To maintain historic records of College employees for the archive, and in case we are approached for references.	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 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.	Processing is necessary for archiving in the public interest, and/or for historical research purposes.	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.
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	We	To maintain		Dresseries	The College		I
9 Employee records for non-			Permanently	Processing	Ų		
academic staff, consisting of	obtain	historic	•	IS	has a		
the employee name, dates of	this data	records of		necessary	legitimate		
employment, role(s) and	from you	College		for the	interest in		
reason(s) for departure	We	employees for		purposes of	maintaining		
(including for example	generate	the archive,		our or	a record of		
retirement, new employment or	this data	and in case		someone	its activities		
dismissal), staff photograph,	about	we are		else's	as part of a		
records of references given.	you	approached		legitimate	long		
		for		interests,	established		
[SEE COMMENTS ABOVE IN		references.		except	university		
RELATION TO ACADEMIC				where	with a		
STAFF- IF COLLEGES ARE				overridden	strong		
PROPOSING WIDER				by your	identity and		
RETENTION AGAIN THEY				data	history, and		
WILL NEED TO ADDRESS				protection	in		
THE SAME POINTS FOR				rights and	maintaining		
NON-ACADEMIC STAFF]				freedoms	such		
					records for		
					future		
					research.		
					recourdin		
					The		
					College, its		
					former		
					employees		
					and other		
					parties have		
					a legitimate		
					interest in		
					the College		
					being able		
					to provide		
					references		
					for former		
					staff.		

10	Governing body and committee	We	To maintain a	Permanently	Processing	The College	Processing	There is a public	The .	Where it
	agenda, minutes and related	obtain	historic record	•	is	has a	is	interest in the College	processing	processes such
	correspondence. These may	this data	of College		necessary	legitimate	necessary	maintaining its archive	meets a	data, the
	include personal data of the	from you	administration		for the	interest in	for	of College life for future	condition in	College is
	meeting attendees,	We			purposes of	maintaining	archiving	generations, and in the	Part 1 of	required to
	correspondents and of	generate			our or	a record of	purposes	context of the College	Schedule 1 to	implement
	individuals referred to in the	this data			someone	its activities	in the	being a College of a	the Data	appropriate
	documents.	about			else's	as part of a	public	long-established	Protection Act	safeguards for
		you			legitimate	long	interest as	University with a strong	2018	individuals'
					interests,	established	permitted	identity and history.		rights and
					except	university	under the			freedoms. The
					where	with a	UK Data	The College is required		UK Data
					overridden	strong	Protection	to implement		Protection Act
					by your	identity and	Act	appropriate safeguards		provides
					data	history, and		for individuals' rights		safeguards by
					protection	in		and freedoms. The UK		making specific
					rights and	maintaining		Data Protection Act		provision
					freedoms	such		provides safeguards by		preventing
						records for		making specific		processing
						future		provision preventing		which is likely
						research.		processing which is		to cause
								likely to cause		substantial
								substantial damage or		damage or
								substantial distress to a		substantial
								data subject; and/or		distress to a
								which is carried out for		data subject;
								the purposes of		and/or which is
								measures or decisions		carried out for
								with respect to a		the purposes of
								particular data subject,		measures or
								unless the purposes for		decisions with
								which the processing is		respect to a
								necessary include the		particular data
								purposes of approved		subject, unless
								medical research.		the purposes
										for which the
										processing is
										necessary
										include the
1										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.	We obtain this data from you We generate this data about you	To maintain a historic record of College finances and assets.	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 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:	We	To maintain a	Permanently	Processing	The College		
	College statutes and	obtain	historic record		is	has a		
	documents relating to their	this data	of governance		necessary	legitimate		
	interpretation, including Privy	from you	documents		for the	interest in		
	Council documents and	We	relating to the		purposes of	maintaining		
	correspondence, decisions and	generate	College.		our or	a record of		
	documents relating to the	this data			someone	its		
	College Visitor, Royal	about			else's	governance		
	Commissions and related	you			legitimate	documents		
	documents.				interests,	for future		
					except	reference.		
	These records may include the				where			
	personal data of those named				overridden			
	in the documents, including				by your			
	correspondents.				data			
					protection			
					freedoms			
					rights and freedoms			