	I processing - Record of Processing Activity Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for	Details relating to lawful basis (where		Special category- details of public interest etc		Criminal conviction/criminal allegation
					processing	applicable)	grounds	(where appropriate)	allegation Grounds	grounds (further information)
	CCTV recordings and still images taken from recordings, records of who has accessed the		We hold recordings of CCTV footage for a limited period for the purpose of providing	CCTV recordings are routinely stored for 30		The College, its members and visitors have a		The processing is necessary for purposes of the prevention or detection of an unlawful act and		
	CCTV images and recordings and the reason	about you We obtain this data	safety and security on campus and to assist	days. Copies, intended to be provided in response to a request, including still images	for the purposes of our or someone else's	legitimate interest in being in a safe and secure environment.	substantial public	prevention or detection of an unlawful act and must be carried out without the consent of the		
	for accessing them.	from the University of	with the prevention and detection of crime or		legitimate interests.	environment.		data subject, so as not to prejudice those	must be carried out without the	
	for accessing them.					term of the base of the second states are all the second states are all				
		Oxford	other unlawful activity including misconduct as		except where	Logs of who has accessed the recordings and		purposes.	consent of the data subject, so	
			an employee or student. Where an incident is		overridden by your	their reason for accessing them are recorded			as not to prejudice those	
			recorded we may need to capture images for	response, , unless there is compelling	data protection rights	to comply with the College's security and			purposes.	
			the purposes of any investigation by the	justification for the data to be retained for a	and freedoms.	accountability obligations under data				
			College or police.	longer period, e.g. in connection with legal		protection law.				
				advice/compliance;	Processing is necessary					
				- for staff, office holders, and other members,	for compliance with a					
				7 years from the termination of employment	legal obligation.					
				or membership, unless there is compelling						
				justification for the data to be retained for a						
				longer period, e.g. in connection with legal						
				advice/compliance (see 'Staff, office holders,						
				and other members' ROPA for further details);						
				-for students, 6 years from the date generated						
				for compliance purposes, unless there is						
				compelling justification for the data to be						
				retained for a longer period, e.g. in connection	1					
				with legal advice/compliance (see 'Student						
				data' ROPA).						
	The College holds contact information for		So that we can contact staff, students or their	Whilst you are a registered student.		The College, its staff and students have a				
	students, emergency contacts (e.g. parents of	from the University of				legitimate interest in being able to				
	students) and staff and bedroom numbers for		emergency.		or someone else's	communicate with each other in case of an				
	students.	We obtain this data		1	legitimate interests,	emergency.	1		1	1
		from you			except where					
		We generate this data			overridden by your					
		about you			data protection rights					
					and freedoms.					
	Emergency medical information about		Where students inform us of a medical	Whilst you are a registered student.		The College and its students have a legitimate			N/A	
	students may be held by College security.	from you	condition and/or disability that might be of		to protect your vital	interest in the College holding information	to protect someone's			
			assistance to us if they have a medical		interests, or someone	which might help treat or prevent a medical	vital interests where			
			emergency.		else's;	emergency.	you are incapable of			
							giving consent			
					Processing is necessary					
					for the purposes of our					
					or someone else's					
					legitimate interests,					
					except where					
					overridden by your					
					data protection rights					
					and freedoms.					
	Informing emergency contacts about any	We obtain this data		Whilst you are a registered student.	Dracassing is passes	The College and its students have a legitimate	Evalicit concent			
		from you and/or		willist you are a registered student.			Explicit consent.			
	medical emergency	others who have			or someone else's	interest in emergency contacts being made aware in the event of a medical emergency.				
						aware in the event of a medical emergency.				
		information about you,			legitimate interests,					
		depending on the nature of the			except where overridden by your					
					data protection rights					
		emergency.		1	data protection rights and freedoms.		1		1	1
					and freedoms.					
	Security access records for staff, students and	We generate this data		For six months.		The College, its members and visitors have a				
	visitors (e.g. conference delegates,	about you	security of College premises, so that we have	1	for the purposes of ou	legitimate interest in implementing such	1		1	1
	contractors). This includes your name and		records of who is on the premises in the event	1	or someone else's	measures to help maintain College safety and	1		1	1
	potentially any identity number (e.g. linked to		of a fire or similar emergency, to prevent	1	legitimate interests,	security.	1		1	1
	your key swipe card or fob, including your		unauthorised access to College premises and		except where					
	university card number) and/or vehicle		to assist with issuing replacement keys, cards		overridden by your					
	registration number. This information is also		and fobs.		data protection rights					
	linked to our records of the timing of your				and freedoms.					
	access to any of our buildings or offices									
	generated manually when you sign in with us			1	1		1		1	1
	and electronically by our key swipe card/fob			1	1		1		1	1
	system. We also hold records of the access			1	1		1		1	1
	rights that individual key holders have.			1	1		1		1	1
					1		1			1
					1		1			1
	College security holds contact details for	We obtain this data	So that we may contact those working on	Whilst work is ongoing or the need for further	Processing is necessary	The College and its contractors have a				
	contractors working on College premises, and		College premises to discuss the work they are	work involving you is anticipated.		legitimate interest in being able to	1		1	1
	information about the contract they are		undertaking, or in an emergency.		or someone else's	communicate about the work they are	1		1	1
	working on.				legitimate interests,	undertaking, or in an emergency.				
					except where	0, 1 1 1 0 1 1,				
				1	overridden by your		1		1	1
				1	data protection rights		1		1	1
					and freedoms.					

).	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	allegation Grounds	Criminal conviction/criminal allegation grounds (further information)
	Accident records containing information about			Five years from the date of the accident.	Processing is necessar	The College has a legitimate interest in	Substantial public	The processing is necessary for the protection		
	the date and nature of the accident, who was	about you	occurring on College premises. In some cases			r creating and retaining records of accidents on		of members of the public from any potential		
	involved, who witnessed it and any steps taken		the College also has a legal obligation to record		or someone else's	College premises to assist with its	Data Protection Act	health and safety risks, and must be carried		
	concerning it.		and report accidents to the relevant regulatory		legitimate interests,	management of health and safety risks.	2018	out without the consent of the individual so as		
			authority.		except where overridden by your	In some cases the College is obliged to record		not to prejudice such protection.		
					data protection rights	and report accidents under the Reporting of		Processing to record and report relevant		
					and freedoms;	Injuries, Diseases and Dangerous Occurrences		accidents is (where a legal obligation is		
					,	Regulations 2013.		imposed on the College) in the substantial		
					The processing is			public interest and pursuant to the exercise of		
					necessary for			a function conferred on a person by an		
					compliance with a			enactment.		
					legal obligation.					
	Records of keys and access cards/fobs issued,	We obtain this data	So that we have a record of who holds keys	For as long as you hold the key/card/fob.	Processing is necessar	The College has a legitimate interest in				
	including the name of the person to whom the			for as long as you hold the key/card/lob.		r maintaining the security of its premises.				
	key/fob has been issued and the identity	Oxford	security arrangements.		or someone else's					
	number of the fob.	We generate this data			legitimate interests,					
		about you			except where					
					overridden by your					
					data protection rights and freedoms.					
					and meedonis.					
	Room bookings consisting of room, date/time,	We obtain this data	As part of the system for providing College	Until 12 months after the date of the event.		The College has a legitimate interest in making		Where it processes special category data for	The processing meets a	Where it processes criminal
	booking description and the identity of the	from you	rooms and facilities to members of the College.			r its rooms available to members of the College		these purposes, the College is exercising		convictions/allegations of criminal activity data
	person/society/organisation booking the	We generate this data	1		or someone else's	to enable events to be held.	Data Protection Act	functions conferred under the the Education	to the Data Protection Act 2018	for these purposes, the College is exercising
	room.	about you			legitimate interests,		2018	(No 2) Act 1986. The processing is necessary		functions conferred under the the Education
	Records of requests and bookings for rooms,	1			except where overridden by your			for reasons of substantial public interest, namely that the College must comply with its		(No 2) Act 1986. The processing is necessary for reasons of substantial public interest.
	including records of any decisions the College				data protection rights			statutory obligations concerning freedom of		namely that the College must comply with its
	makes pursuant to its obligation to take such				and freedoms.			speech within the law.		statutory obligations concerning freedom of
	steps as are reasonably practicable to ensure	1								speech within the law.
	that freedom of speech within the law is	1			Processing is necessar	1				
	secured for members, students and employees				for compliance with a					
	of the College and for visiting speakers.				legal obligation (where					
					freedom of speech issues are involved).					
					issues are involveu).					
0	Names and addresses for delivery of mail and			For six months.		The College and its members have legitimate				
	other items, including Parcel receipt and management records: containing names of	about you			for the purposes of ou or someone else's	r interests in receiving deliveries, and in maintaining records to help reduce the risk of				
	recipient, location of parcel and who signed for				legitimate interests.	deliveries being lost after receipt at the				
	it.				except where	College.				
					overridden by your	8				
					data protection rights					
					and freedoms.					
1	Punt booking records consisting of the date	We obtain this data	To assist with administration and security of	For six months.	Processing is necessar	The College has a legitimate interest in				
	and time of booking, the name and purpose of	from you	College punts.		for the purposes of ou	r providing access to its punts.				
	booking.	We generate this data	1		or someone else's					
		about you			legitimate interests,					
					except where					
					overridden by your data protection rights					
					and freedoms.					
						<u> </u>				
2			To assist with delivering post and other items	For as long as you have the pigeon hole.		The College and its members have a legitimate				
	of the names of pigeon hole holders.	about you	to pigeon holes.			r interest in operating a pigeon hole system to				
		1			or someone else's	assist with the efficient delivery of post and				
					legitimate interests, except where	similar items.				
		1			overridden by your					
		1			data protection rights					
					and freedoms.	1				
	Dealine account from each 1.1.1	Mary sharts abits of t	for the two and a second day and the time of	For an long an entry have the sound to	Des secolas la se	The College has a location to take a fit	Colorisation and a local diffe	Nutlease to an an an and a second		
3	Parking access request form containing the applicant's name.	We obtain this data from you	So that we can consider applications for a parking space and decide whether to provide a	For as long as you have the parking space.		The College has a legitimate interest in supporting staff with disabilities who may have		Where it processes special category data for these purposes, the College is processing such		
	application strattle.	We generate this data			legal obligation	particular need of parking spaces, and taking		information for the purpose of complying with		
		about you				account of its obligations to make reasonable	2018	its duties under the Equality Act 2010 and is		
					Processing is necessar			necessary for the purposes of preventing a		
		1			for the purposes of ou	r		breach of that legislation. The processing is		
		1			or someone else's			necessary for reasons of substantial public		
		1			legitimate interests,			interest, namely that the College must comply		
					except where			with its statutory obligations concerning		
		1			overridden by your			equality and discrimination, including the		
		1			data protection rights			obligation to make reasonable adjustments.		
		1			and freedoms			The processing must be carried out without		
								The processing must be carried out without the individual's consent, so as to avoid		
								prejudice to the College's legal obligations if		
								such consent were to be withdrawn.		
			1		1	1	1	1	1	