St John's College, GDPR, Record of Processing Activity - Student Data

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			Controller		
	Name and contact details	Data P	rotection Officer (if applicable)	Representative (if ap	plicable)
Name	St John's College	Name	Principal Bursar	Name	
Address	St Giles, Oxford, OX1 3JP	Address	St John's College, St Giles, Oxford, OX1 3JP	Address	
Email	data.protection@sjc.ox.ac.uk	Email	data.protection@sjc.ox.ac.uk	Email	
Telephone	01865 277321	Telephone	01865 277321	Telephone	

C	Category of personal data	Source of the data	Why we process it	How long we keep it	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)	Category of recipients	Name of third countries or international organisations that personal data are transferred to
o e e a c ii s ti	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 futime or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.	about you; We obtain this data from the University of Oxford.	So that we have a record of your results, as a record of your academic progression and if we are later asked for a reference or verification of your attendance. So that we can administer and provide your course.	Permanently.	Processing is necessary for performance of our contract with you; Processing is necessary for the performance of a task carried out i 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.	and as part of its historic archives.	t.		N/A			
lı	nformation about your health, dietary	We obtain this data	When we consider what reasonable	For 6 years after the end of the academic year	Processing is necessary for the	The College has a legitimate interest in taking	Substantial public	Where the College processes special category	N/A		N/A	N/A
r o	requirements and/or disabilities, and records of decisions we make taking that information into account.	Oxford; We obtain this data from you;	adjustments to make to our provision of accommodation, catering or teaching or we need to take account of any dietary requirements you have (whether for medical or belief reasons), or where there is a medical emergency, and any decisions that we take as a result.	you cease to be a registered student. Anonymised Study Support Plans will be kept permanently.	purposes of our or someone else's legitimate interests, except where	such information into account when it makes decisions that may affect your health, wellbeing or ability to participate. Processing is also necessary for compliance with equality law, and/or food safety law.	interest under the UI Data Protection Act 2018	data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 and/or 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.				
r s id t o e	religion or philosophical beliefs and/or sexuality processed for the purposes of dentifying or keeping under review	We obtain this data from the University of Oxford We obtain this data from you	For equality monitoring purposes	For 6 years after the end of the academic year you cease to be a registered student.	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 processing is necessary for equality of 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.			N/A	N/A
а	attendance, including records of student self- assessment.	from you We generate this data about you We	To help develop and guide you during your studies, our tutors monitor and assess your contributions in tutorials, including your written work, provide feedback and may ask you to self-assess your progress.	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.		ng N/A		N/A		N/A	N/A

suc arra wri circ	rcumstances. Decision-making about such equests and records of actions taken.	from you We generate this data	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.		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; Processing is necessary for the performance of a task carried out in the public interest Processing is necessary for compliance with a legal obligation	ensuring that such requests for assistance are considered pursuant to its procedures and in accordance with relevant legislation.	ubstantial public nterest under the UK rata Protection Act 018	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. 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. 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.				
con the and	ecords of student helpers/hosts at open days, onsisting of the name and contact details of the helper/host, records of the hours worked and records of any payments or other benefits aid by the College	from you	as hosts on open days, can administer our open days and can make payments/provide other benefits to student hosts/helpers.	For 6 months after the end of the academic year you cease to be a registered student. Where payments to student helpers are made up to 6 years after the engagement ends to comply with HMRC requirements.	performance of our contract with you if payments are made	The College and prospective students attending open days have a legitimate interest in current students acting as hosts, to give prospective students an insight into College life.					N/A	N/A
lice you dec	·	We generate this data about you		Records relating to accomodation tenancy or licence agreements will be retained for 7 years after the end of the academic year when your tenancy or licence ends.	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 and its residents have a legitimate interest in the College providing accommodation and operating it efficiently and safely.					N/A	N/A
for acc pre gue dep rec rec acc con	ther records relating to your accommodation, or example your contact information, commodation requests and references, booking forms for students and uests, records of any family members or ependants who occupy the accommodation, ecords of overnight guests, lost property ecords, rental of fridges, records of your ecommodation inventory and of the andition/cleanliness of your accommodation iroughout your occupancy.	from you	, ,		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						N/A	N/A
and stu- of a its o rea of s me	nd facilities for events held by	We obtain this data from you We generate this data about you	, , ,		legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for the	ensuring that such requests and bookings are iconsidered pursuant to its procedures and in	ubstantial public nterest under the UK rata Protection Act 018	necessary for the prevention of a breach of its	a condition in Part 2 of Schedule 1 to the Data	data for these purposes, the processing is	N/A	N/A

11	information and details of invoicing and payment (including payment information such as credit card or banking payment information) of "battels", namely: College fees, accommodation, deposits, food and drink, laundry, use of sporting and other facilities as we have arranged with you. We also collect 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.	from you We generate this data about you We generate this data about you	accommodation and associated services. We collect fees due to the University on its		performance of our contract with you;	The University has a legitimate interest in collecting fees due to it.					providers (including Student Loans Company)	N/A Where you are a recipient of funding originating from overseas bodies, we may be requested or required to provide information to those bodies in relation to you.
13	including your academic, employment history, predicted grades, language proficiency and personal statement; details of how you will financially support yourself during your studies; details of our admissions decision about you. Details of any references, written work or research proposals you submit as part of your application, and any records we make of your application or interview. Communications between us about your admission, including feedback we provide. Details of your financial or socioeconomic circumstances. Details of any criminal records that you declare	from the University of Oxford We obtain this data from you We generate this data about you We may also obtain this data from schools or referees We obtain this data	decisions and can administer your application and your course, and assess you for any financial support during your studies in Oxford. So that we have a record of our admissions decisions and can administer your application and your course. Also so that we have information and about your background and history if we are asked to provide a reference at a later date. So that the College is a safe and secure	Where criminal convictions, incidents or	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. Processing is necessary for			Where the College processes special category			N/A	N/A
	studies, or of any criminal incidents or allegations concerning you reported to us by anyone else. [WHERE APPLICABLE: Details of any Disclosure and Barring Service Checks about you obtained prior to or during your	We generate this data		academic year when you cease to be a registered student.	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.	its students are or may be engaged in	Data Protection Act 2018	necessary for the prevention of a breach of its	Schedule 1 to the Data Protection Act 2018	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.		
	and associated information about your country of residence, the amount of your fees and funding information including your financial declaration, details of any guarantee from parents or others, any supporting information you provide about funding (e.g. loans, grants, sponsorship and/or self-funding resources, including copies of evidence you submit) and	from the University of Oxford We obtain this data from you We generate this data	In order to determine the fees you are required to pay and to confirm that you will be able to meet the requirement to pay fees.		performance of our contract with you; Processing is necessary for the purposes of our or someone else's legitimate interests, except where	Legislation determines to an extent the level of fees you are required to pay, based on your country of residence. The College has a legitimate interest in being able to satisfy itself that students have appropriate arrangements are in place to meet the costs of their course and living expenses.						

15	Disciplinary, harassment or grievance records it a disciplinary, harassment, grievance or other complaint is made by you or about you to the College, including records of any investigation and / or decision that we take, and of any appeals process.	from the University of	standards of conduct and behaviour for the benefit of all its members and visitors.	end of the academic year when you cease to be a registered student. Aggregated and anonymised records of action taken under the College's disciplinary processes	performance of our contract with you; Processing is necessary for the purposes of our or someone else's	legitimate interest in the College being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.	interest under the UK Data Protection Act 2018	data for these purposes, the processing is	a condition in Part 2 of Schedule 1 to the Data	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. 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. 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.		N/Δ
	Records of College cultural life: photographs and written records of teams, choirs, clubs and societies, plays and performances, of participation in events and sporting fixtures and of the outcomes.	We generate this data about you	To allow the College's cultural life to function and flourish, and in order to maintain a record of College life, which may be relevant to you individually (for example if you later request a reference from us), and which is also part of the College's own archive record of what its members have achieved over time.	Records will be retained within College archives permanently.		The College has a legitimate interest in maintaining a record of its cultural life, including for researchers and future students.					IV/A	IV/A
17	Meal bookings and attendance.	We obtain this data	So that we may provide catering services to	For 3 months after the end of the academic year	Processing is necessary for						N/A	N/A
		from you	students and invoice them correctly for the services provided.	,	performance of our contract with you.						N/A	N/A
18	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data 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 claims, or to comply with auditors' requirements.	about you	administration and also to meet legal and	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 relation to auditing obligations).	Processing is necessary for compliance with a legal obligation		interest under the UK Data Protection Act 2018	these purposes, the College is exercising	a condition in Part 2 of Schedule 1 to the Data	functions conferred under legislation and/or complying wth regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its	prosecution of offenders, collection of tax or duty,	N/A
19	Passport records for overseas trips and events.		Where the College organises an event abroad (for example a College Choir event).	from the overseas event/trip.	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 arranging cultural events abroad.	Explicit consent					
20	Information and copies of records 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.	from the University of		For 6 years after the end of the academic year you cease to be a registered student.	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	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.					N/A	N/A
	, , ,	from you We generate this data about you	Overseas students need visas in order to attend university.	For 6 years after the end of the academic year 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		Explicit consent				Home Office, UK Visas and Immigration Home Office, UK Visas and Immigration	N/A

23 Context undergr informa	tual admissions information for	We obtain this data from you			purposes of our or someone else's	The College and its students have a legitimate interest in the College being able to contact someone you nominate for emergency				
undergr informa		i de la companya de			rights and freedoms	situations.				
		from the University of Oxford	explained more fully on the University's website, but is taken into account when deciding whether to invite applicants for interview (in addition to candidates who have met the usual departmental admissions criteria): https://www.ox.ac.uk/admissions/un dergraduate/applying-to-oxford/decisions/contextual-data?wssl=1	If you participated in an outreach programme, such data may also be held on the Higher Education Achievement Tracker, operated by the	legitimate interests, except where overridden by your data protection rights and freedoms; Processing is necessary for compliance with a legal obligation.	The College has a legitimate interest in ensuring that people from a range of backgrounds have the opportunity to attend the College. Under relevant legislation the University is required to adhere to the agreement it has with the Office for Fair Access / Office for Students, which includes the use of contextual data in the undergraduate admissions process.		N/A	<u></u>	/A
conditio number	r, contact details and any carer		So that we are able to deliver your course and can take account of your circumstances when we deliver it.	you cease to be a registered student.	performance of our contract with	The College has a legitimate interest in being able to take account of relevant circumstances when providing your course.		N/A	N	N/A
			and details of your involvement in the meeting minutes and in internal communications.	College archive where your attendance and comments are recorded in committee minutes.	legitimate interests, except where	The College has a legitimate interest in having student representatives on certain committees, and it is necessary to process your data for those committees to function properly.		N/A	N	N/A
support and hard commun	unications that we send and receive to arties that provide financial support.	from you We generate this data	encouraging and supporting participation by talented people from all backgrounds.	prizes) that are part of the academic record. Financial related applications and decisions (e.g. hardship funds) will be retained for 6 years after the end of the academic year when you cease to	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 receiving, considering and making decisions about financial support in the interests of its students.		N/A	N	N/A
	ees, catering requirements, names of uests.	We obtain this data from you We generate this data about you		These records will be retained for one year from the date on which the ceremony took place.	Processing is necessary for performance of our contract with you.			N/A	N	N/A
to confe	third party donors are not involved.		scholarships, awards or prizes.		purposes of our or someone else's	The College has a legitimate interest in making awards and awarding scholarships and prizes to students, and in fulfilling the wishes of its benefactors.		N/A		N/A

		_				<u>, </u>					
29	Records concerning nominations and decisions to confer prizes, scholarships and awards from	from you	In order to decide who is to receive scholarships, awards or prizes.	· ·	We will only share your information with such a donor with your						
		We generate this data about you;			consent.						
		We receive this									
		information from third party donors.									
		We receive this information from the									
		University of Oxford									
20	Student debtor records and records of debts	We generate this data	In order to consider and take appropriate	Records of outstanding payments will be retained	Draceccing is necessary for	The College has a legitimate interest in being			N	/A	N/A
30	recovered, records of decisions we take about					The College has a legitimate interest in being able to collect detbs owed by students and					
	debts.		may include exploring alternative funding options and support that the College may	made in relation to recovery of the debt). Information will otherwise be retained for 7 years	you;	former students.					
			offer, instalment payments, considering and	from the date on which you cease to be a	Processing is necessary for the						
			implementing other measures to recover debts, such as late payment charges,	registered student of the College.	purposes of our or someone else's legitimate interests, except where						
			disciplinary options and/or debt recovery action.		overridden by your data protection rights and freedoms						
			action.		ingnits and freedoms						
									N	/A	N/A
31	Library access and book records, overdue book			These records will be retained for a period of		The College has a legitimate interest in being			I V	/^	IV/A
	records, records of library cards and library fines.	about you		seven years from the date of closure of your library account.		able to operate its library and collect fines in accordance with its regulations and					
						procedures.					
					Processing is necessary for the purposes of our or someone else's						
					legitimate interests, except where						
					overridden by your data protection rights and freedoms						
									N	/A	N/A
32	Records of any decisions that you tell us about regarding your course, such as options you		In order to consider and make decisions about your requests.			The College has a legitimate interest in being able to make decisions about your requests in					
	wish to take, or if you decide to change or	We generate this data	your requests.		you;	accordance with its regulations and					
	withdraw from your course, intermit or suspend your studies. Records of any decisions	about you			Processing is necessary for the	procedures.					
	we make about your wishes, such as whether				purposes of our or someone else's						
	to allow you to take options, change your course or suspend your studies.				legitimate interests, except where overridden by your data protection						
					rights and freedoms.						
33	Welfare records, including confidential records	We obtain this data	In order to provide support and counselling	For 6 years after the end of the academic year	Processing is necessary for the	The College and its students have a legitimate	Explicit consent		N N	/A	N/A
	about requests for support and counselling,	from you	services to our students.	when you cease to be a registered student.	purposes of our or someone else's	interest in providing and having access to					
		We generate this data about you			overridden by your data protection	support and counselling services.				ontropted Ct. de .	
					rights and freedoms					ontracted Student ssistance Programme - in	
									ca	ase of referral by College Velfare team	N/A
35			To enable students to participate in College	Your email contact data will be removed from	Processing is necessary for the	The College and its students have a legitimate				venare team	IN/A
		about you		mailing lists within three months of the date on which you cease to be a registered student at the		interest that students are notified of information about the College and University					
	J			College.	overridden by your data protection						
					rights and freedoms						
									l N	/A	N/A
36	Student information that appears in marketing		To promote the College to potential applicants.		You have given your consent to the						
	and outreach materials, such as photographs of students and quotations about their	from you			processing for one or more specific purposes						
	experience, records of any students that participate in outreach activity.			College archives for purposes in the public interest, or for historical research purposes as a							
	participate in outreach activity.			record of College life.							
37	Research student records, including details of	We obtain this data	In order to monitor your progress and make	Permanently.	Processing is necessary for				N	/A	N/A
,	your supervisor, the supervision process,	from the University of			performance of our contract with						
		Oxford We generate this data			you.						
	progress reports, records of meetings about	about you									
	your progress.									,	
	1	<u> </u>			<u> </u>				N	/A	N/A

38	Records of consultations and any medical	We obtain this data	In order to provide medical support to our	For 3 years after the end of the academic year	Processing is necessary for the	The College has a legitimate interest in making	Processing is necessary					
	treatment or advice given by the College	from you	students	when you cease to be a registered student, or	•		for health purposes					
	nurse.	We generate this data		when you reach age 21, whichever is later.	legitimate interests, except where	medical advice and treatment to its students.	under the Data					
		about you		, , , , , , , , , , , , , , , , , , , ,	overridden by your data protection		Protection Act 1988.					
					rights and freedoms							
					3							
											GP medical practice	
											Emergency, medical and	
											similar services personnel	N/A
39	Data listed in this table that we hold after the		In order to provide references, and so that we	See periods listed elsewhere in this table.	Processing is necessary for the			There is a public interest in the College		There is a public interest in the College		
	end of your contract with us, including data		have a record if required by a regulator, for							maintaining its archive of College life for future		
	that we hold permenently for archiving and		archiving and research purposes and/or for the	•	_			<u> </u>		generations, and in the context of the College		
	research purposes.		purposes of legal claims.		overridden by your data protection			being a College of a long-established	legal claims.	being a College of a long-established		
					rights and freedoms	make legal claims.		University with a strong identity and history.		University with a strong identity and history.		
							Processing is necessary		Processing is necessary			
						The College also has a legitimate interest in	for archiving in the	The College is required to implement	for archiving in the	The College is required to implement		
						maintaining an archive of its activities as part	public interest, and/or	appropriate safeguards for individuals' rights	public interest, and/or	appropriate safeguards for individuals' rights		
						of a long established university with a strong	for historical research	and freedoms. The UK Data Protection Act	for historical research	and freedoms. The UK Data Protection Act		
						identity, history and research tradition, and in	purposes.	provides safeguards by making specific	purposes.	provides safeguards by making specific		
						maintaining such records for future research.		provision preventing processing which is likely		provision preventing processing which is likely		
								to cause substantial damage or substantial		to cause substantial damage or substantial		
								distress to a data subject; and/or which is		distress to a data subject; and/or which is		
								carried out for the purposes of measures or		carried out for the purposes of measures or		
								decisions with respect to a particular data		decisions with respect to a particular data		
								subject, unless the purposes for which the		subject, unless the purposes for which the		
								processing is necessary include the purposes of		processing is necessary include the purposes of	f	
								approved medical research.		approved medical research.		
											N/A	N/A
0	References we provide.	We generate this data	Where we are asked to provide a reference for	Copies of references will be kept for six years	Processing is necessary for the	The College, its students and the recipients of						
		about you	you.	from the date of provision of the reference. An	purposes of our or someone else's	references have a legitimate interest in						
				entry noting that a reference was provided will b	e legitimate interests, except where	providing and receiving references.						
				retained on your permanent record.	overridden by your data protection							
					rights and freedoms							
											N/A	N/A