### St John’s College Record of Processing Activities - Archives

<table>
<thead>
<tr>
<th>ID</th>
<th>Category of personal data</th>
<th>Source of the data</th>
<th>Why we process it</th>
<th>How long we keep this data</th>
<th>How we process it</th>
<th>Details relating to lawful basis [Archives Act 2018]</th>
<th>Special category</th>
<th>Special category details of public interest etc [Public Interest Order (PIO)]</th>
<th>Criminal conviction/criminal allegation (where appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personal papers and collections donated to the College archive</td>
<td>Donors (for example if you later request a reference letter which the College archive is required to supply), third parties (e.g. student societies)</td>
<td>We obtain this data from you. We generate this data about you.</td>
<td>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 the archives.</td>
<td>Permanently. Processing is necessary for archiving purposes.</td>
<td>Reasonable adjustments. As part of our activity as an archive, we have a legitimate interest in ensuring that our collections and papers are maintained and that our records are accessible.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
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<td>2</td>
<td>Records of College cultural life: photographs, lectures, written records, trophies, other memorabilia and ephemera of college members, teams, clubs and societies, plays and performances, of participation in musical life, which may be relevant to you individually</td>
<td>We obtain this data from you. We generate this data about you.</td>
<td>To maintain a record of conservation measures performed.</td>
<td>Reasonably, except for disability information procured to ensure that our archives are accessible for accessibility purposes, which will be retained for 15 months after your last contact with us.</td>
<td>Permanently. Processing is necessary for archiving purposes.</td>
<td>Reasonable adjustments. The College has legitimate interest in maintaining a record of its cultural life.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Conservation information relating to items on which the conservation measures were performed</td>
<td>We obtain this data from you. We generate this data about you.</td>
<td>To maintain a record of conservation measures applied to items in our archives to help with future conservation.</td>
<td>Reasonably, except for disability information procured to ensure that our archives are accessible for accessibility purposes, which will be retained for 15 months after your last contact with us.</td>
<td>Permanently. Processing is necessary for archiving purposes.</td>
<td>Reasonable adjustments. The College has legitimate interest in maintaining records of conservation measures which will assist future conservation to make decisions about the appropriate conservation techniques to use.</td>
<td>N/A</td>
<td>N/A</td>
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<td>4</td>
<td>Personal papers and collections donated to the College archive. These may consist of correspondence and documents relating to and/or referring to the donor or third parties.</td>
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We generate this data about you.

We maintain a record of our archives and how it has been acquired. We are able to provide references for former employees for the archive, and in case we are approached for references.

For the purposes of future research.

Processing is necessary for archiving in the public interest, and/or for historical research purposes.

The College has a legitimate interest in maintaining our archives. We are able to provide references for former employees for the archive, and in case we are approached for references.

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 archives. We are able to provide references for former employees for the archive, and in case we are approached for references.

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Processing is necessary for archiving in the public interest, and/or for historical research purposes.
We obtain this data about you.

To maintain a historic record of College administration.

Processing is necessary for the performance of College’s functions.

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 processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 1998.

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 provisions 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 research 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.

We obtain this data about you.

To maintain a historic record of College financial and estates activities.

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.

Permanently. Processing is necessary for archiving purposes in the public interest under the UK Data Protection Act.

12.

Records relating to College buildings, including architectural records and maintenance records.

We obtain this data about you.

To maintain a historic record of College architecture, and to assist future conservation of College buildings.

Processing is necessary for the performance of a task carried out in the public interest.

The College has a legitimate interest in maintaining a record of 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.

Permanently. Processing is necessary for archiving and/or research purposes, and is permitted under the UK Data Protection Act.

13.

Inheritance documents, College statutes and records relating to the College’s governance;

We obtain this data about you.

To maintain a historic record of governance documents relating to the College.

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.

14.

Records relating to the College library.

We obtain this data about you.

To maintain a record of how our library collections have been used and who has previously used them, so that we can monitor the use and usability of our library collections.

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 library collections, to ensure they are kept secure 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 duty under the Equality Act 2010.

The College is required to implement appropriate safeguards for individuals’ rights and freedoms. The UK Data Protection Act provides safeguards by making specific provisions 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 research 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.

15.

Archival collections.

We obtain this data about you.

To maintain a record of the College’s archival collections.

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 collections, to ensure they are kept secure and are available as a resource for researchers and others with a legitimate interest in reviewing the archives.

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16.

Archival collections.

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To maintain a record of the College’s archival collections.

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