

Register of Processing Activity: St John's College Staff Pension Fund

Controller					
Name and contact details		Data Protection Officer (if applicable)		Joint Data Controller (for Aon actuarial services)	
Name	St John's College	Name	Principal Bursar	Name	Data Protection Officer
Address	St Giles, Oxford, OX1 3JP	Address	St John's College, St Giles, Oxford, OX1 3JP	Address	Aon Solutions UK Limited, PO Box 730, Redhill, RH1 9FH
Email	data.protection@sjc.ox.ac.uk	Email	data.protection@sjc.ox.ac.uk	Email	privacy@aon.com
Telephone	01865 277321	Telephone	01865 277321	Telephone	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Category of recipients	Name of third countries or international organisations that personal data are transferred to
1	Name, address, date of birth, NI number, e'ee number, salary history, bank details, health information, nomination details, absence history	We obtain this data from you; We generate this data about you.	Administer member benefits	Life of Scheme plus 12 years	Processing is necessary for your membership of the scheme; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	AON Solutions UK Limited	Aon will be providing some of their services from outside the UK and the European Economic Area. In such cases, a pseudo-anonymised data approach is adopted, removing member data that could identify the person (e.g. member names and National Insurance Numbers will not be shared with offshore teams).
2	Name, address, employment contract, date of birth, NI number, staff number, salary history, bank details, employment history, next of kin, hours of work, absence history (incl. sickness)	We obtain this data from you; We generate this data about you.	Verify eligibility for membership, salary, working hours, absences	Life of Scheme plus 12 years	Processing is necessary for your membership of the scheme; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	AON Solutions UK Limited	Aon will be providing some of their services from outside the UK and the European Economic Area. In such cases, a pseudo-anonymised data approach is adopted, removing member data that could identify the person (e.g. member names and National Insurance Numbers will not be shared with offshore teams).
3	Name, address, date of birth, NI number, staff number, salary history, contribution history, employer history, bank details,	We obtain this data from you; We generate this data about you.	Pay pensioners and dependants	Life of Scheme plus 12 years	Processing is necessary for your membership of the scheme; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	AON Solutions UK Limited	Aon will be providing some of their services from outside the UK and the European Economic Area. In such cases, a pseudo-anonymised data approach is adopted, removing member data that could identify the person (e.g. member names and National Insurance Numbers will not be shared with offshore teams).
4	Staff number, NI number, Name, date of birth, AVC contributions, fund choices	We obtain this data from you; We generate this data about you.	Administer member AVC funds	Life of Scheme plus 12 years	Processing is necessary for your membership of the scheme; Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	AON Solutions UK Limited	Aon will be providing some of their services from outside the UK and the European Economic Area. In such cases, a pseudo-anonymised data approach is adopted, removing member data that could identify the person (e.g. member names and National Insurance Numbers will not be shared with offshore teams).