St John's College

Record of Processing Activity - Staff, Office Holders and Senior Members

Name of the College: St John's College

1. Category of personal data: We obtain this data from you when you are a candidate for appointment to a post or when you are already appointed.

2. Source of the data: We obtain this data from you when you are a candidate for appointment to a post or when you are already appointed.

3. Why we process it: We process this data for the purpose of recruiting and employing you. This information is necessary for us to assess your suitability for the role.

4. The processing meets the following criteria:

(a) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(b) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(c) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

5. Our lawful basis for processing: Processing is necessary for the performance of a contract entered into with you.

6. Telephone: Appointment records: criminal conviction and/or entered the College archive after 6 years.

7. Address: The College has an appropriate policy document in place.

8. Name: Data protection rights overrode by your legitimate interests, except where compliance with a legal obligation.

9. Email: Data protection rights overrode by your legitimate interests, except where compliance with a legal obligation.

10. Why we process it: We process this data for the purpose of recruiting and employing you. This information is necessary for us to assess your suitability for the role.

11. The processing meets the following criteria:

(a) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(b) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(c) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

12. Our lawful basis for processing: Processing is necessary for the performance of a contract entered into with you.

13. Third party: Appointment records: criminal conviction and/or entered the College archive after 6 years.

14. Category of personal data: We obtain this data from you when you are a candidate for appointment to a post or when you are already appointed.

15. Source of the data: We obtain this data from you when you are a candidate for appointment to a post or when you are already appointed.

16. Why we process it: We process this data for the purpose of recruiting and employing you. This information is necessary for us to assess your suitability for the role.

17. The processing meets the following criteria:

(a) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(b) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(c) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

18. Our lawful basis for processing: Processing is necessary for the performance of a contract entered into with you.

19. Telephone: Appointment records: criminal conviction and/or entered the College archive after 6 years.

20. Address: The College has an appropriate policy document in place.

21. Name: Data protection rights overrode by your legitimate interests, except where compliance with a legal obligation.

22. Email: Data protection rights overrode by your legitimate interests, except where compliance with a legal obligation.

23. Why we process it: We process this data for the purpose of recruiting and employing you. This information is necessary for us to assess your suitability for the role.

24. The processing meets the following criteria:

(a) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(b) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(c) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

25. Our lawful basis for processing: Processing is necessary for the performance of a contract entered into with you.

26. Third party: Appointment records: criminal conviction and/or entered the College archive after 6 years.

27. Category of personal data: We obtain this data from you when you are a candidate for appointment to a post or when you are already appointed.

28. Source of the data: We obtain this data from you when you are a candidate for appointment to a post or when you are already appointed.

29. Why we process it: We process this data for the purpose of recruiting and employing you. This information is necessary for us to assess your suitability for the role.

30. The processing meets the following criteria:

(a) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(b) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(c) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

31. Our lawful basis for processing: Processing is necessary for the performance of a contract entered into with you.

32. Telephone: Appointment records: criminal conviction and/or entered the College archive after 6 years.

33. Address: The College has an appropriate policy document in place.

34. Name: Data protection rights overrode by your legitimate interests, except where compliance with a legal obligation.

35. Email: Data protection rights overrode by your legitimate interests, except where compliance with a legal obligation.

36. Why we process it: We process this data for the purpose of recruiting and employing you. This information is necessary for us to assess your suitability for the role.

37. The processing meets the following criteria:

(a) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(b) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(c) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

38. Our lawful basis for processing: Processing is necessary for the performance of a contract entered into with you.

39. Third party: Appointment records: criminal conviction and/or entered the College archive after 6 years.

40. Category of personal data: We obtain this data from you when you are a candidate for appointment to a post or when you are already appointed.

41. Source of the data: We obtain this data from you when you are a candidate for appointment to a post or when you are already appointed.

42. Why we process it: We process this data for the purpose of recruiting and employing you. This information is necessary for us to assess your suitability for the role.

43. The processing meets the following criteria:

(a) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(b) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(c) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

44. Our lawful basis for processing: Processing is necessary for the performance of a contract entered into with you.

45. Telephone: Appointment records: criminal conviction and/or entered the College archive after 6 years.

46. Address: The College has an appropriate policy document in place.

47. Name: Data protection rights overrode by your legitimate interests, except where compliance with a legal obligation.

48. Email: Data protection rights overrode by your legitimate interests, except where compliance with a legal obligation.

49. Why we process it: We process this data for the purpose of recruiting and employing you. This information is necessary for us to assess your suitability for the role.

50. The processing meets the following criteria:

(a) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(b) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

(c) Pursuant to its legal obligations, the College has a legitimate interest in ensuring that you meet appropriate standards so as to carry out your role.

51. Our lawful basis for processing: Processing is necessary for the performance of a contract entered into with you.

52. Third party: Appointment records: criminal conviction and/or entered the College archive after 6 years.
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment records: equality monitoring data.</td>
<td>The information we will only be held and processed in an anonymised form. This information will be kept for a period of six years from the date of the end of your contract of employment.</td>
<td>Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of processing data is in the public interest, except where overridden by your legitimate interests.</td>
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<td>Photographs (formal)</td>
<td>This information will only be held and processed in anonymised form.</td>
<td>Processing is necessary for compliance with a legal obligation.</td>
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<tr>
<td>Employment records: bank account, sort code</td>
<td>This information will only be held and processed in anonymised form.</td>
<td>Processing is necessary for compliance with a legal obligation.</td>
<td>Processing is necessary for the purposes of processing data is in the public interest, except where overridden by your legitimate interests.</td>
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<tr>
<td>Appointment records: medical/health and disability information</td>
<td>This information will only be held and processed in anonymised form.</td>
<td>Processing is necessary for compliance with a legal obligation.</td>
<td>Processing is necessary for the purposes of processing data is in the public interest, except where overridden by your legitimate interests.</td>
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<td>Recruitment records: communications</td>
<td>The information we will only be held and processed in an anonymised form.</td>
<td>Processing is necessary for compliance with a legal obligation.</td>
<td>Processing is necessary for the purposes of processing data is in the public interest, except where overridden by your legitimate interests.</td>
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<td>Information is necessary for the purposes of processing data is in the public interest, except where overridden by your legitimate interests.</td>
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<td>Employment records: employment for the purposes of reporting to HMRC</td>
<td>This information will only be held and processed in anonymised form.</td>
<td>Processing is necessary for compliance with a legal obligation.</td>
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<tr>
<td>Employment records: employment for the purposes of compliance with immigration law</td>
<td>This information will only be held and processed in anonymised form.</td>
<td>Processing is necessary for compliance with a legal obligation.</td>
<td>Processing is necessary for the purposes of processing data is in the public interest, except where overridden by your legitimate interests.</td>
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<tr>
<td>Security records, including CCTV, access controls and security arrangements. Personal data may be collected, processed and retained for reasons of security, and held for as long as necessary.</td>
<td>Processing is necessary for the performance of our contract with you.</td>
<td>We obtain this data from you.</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment records: pension membership</td>
<td>Processing is necessary for the performance of our contract with you.</td>
<td>We obtain this data from you.</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing applications, information, decisions</td>
<td>Processing is necessary for the performance of our contract with you.</td>
<td>We obtain this data from you.</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mortgages, providers, letting</td>
<td>Processing is necessary for the performance of our contract with you.</td>
<td>We obtain this data from you.</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) absence information, which might allow the identification of your sexuality; relationships which might identify your gender identity.</td>
<td>Processing is necessary for the performance of our contract with you.</td>
<td>We generate this data from you.</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) information about your spousal or other family members, including details of their respective rights and obligations.</td>
<td>Processing is necessary for the performance of our contract with you.</td>
<td>We generate this data from you.</td>
<td>N/A</td>
<td></td>
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</tr>
<tr>
<td>(b) health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including: health information about you (as a result of the operation of a pension scheme, including:</td>
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<td>We generate this data from you.</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) immigration status data.</td>
<td>Processing is necessary for the performance of our contract with you.</td>
<td>We generate this data from you.</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
20. Details of your attendance at, and participation in, College administration meetings, including governing body, sub-committees and working groups.

21. Employment records: staff rotas, flexible and part-time working arrangements, time sheets, declarations.

22. Employment records: conflict of interest declarations.


24. Probation period records, including dates, duration, feedback and evaluations, and records of administrative and managerial matters.


26. Records of College committee discussions.

27. Details of your health and safety assessments.

28. Details of problems relating to your employment or social security rights or obligations in respect of which you may be entitled to receive assistance from the College.

29. Relevant personal data may also be placed in College Archives.

30. Relevant personal data may also be stored by the College as part of its access to any records of College business. Copies of the records are also available for inspection by any member of the public, subject to any legal obligations in relation to the College.

31. Relevant personal data may be retained for 6 years from the date of termination of your employment.

32. Relevant personal data may be destroyed within three months of the date of termination of your employment.

33. Relevant personal data may be retained for 40 years.

34. Relevant personal data may be held for 6 years from the date of termination of your employment.

35. Relevant personal data may be destroyed within three months of the date of termination of your employment.

36. Relevant personal data may be retained for 6 years from the date of termination of your employment.

37. Relevant personal data may be destroyed within three months of the date of termination of your employment.

38. Relevant personal data may be held for 40 years.

39. Relevant personal data may be destroyed within three months of the date of termination of your employment.

40. Relevant personal data may be retained for 6 years from the date of termination of your employment.

41. Relevant personal data may be destroyed within three months of the date of termination of your employment.

42. Relevant personal data may be held for 40 years.

43. Relevant personal data may be destroyed within three months of the date of termination of your employment.

44. Relevant personal data may be retained for 6 years from the date of termination of your employment.

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46. Relevant personal data may be held for 40 years.

47. Relevant personal data may be destroyed within three months of the date of termination of your employment.

48. Relevant personal data may be retained for 6 years from the date of termination of your employment.

49. Relevant personal data may be destroyed within three months of the date of termination of your employment.

50. Relevant personal data may be held for 40 years.

51. Relevant personal data may be destroyed within three months of the date of termination of your employment.
Grievances and related investigations raised at the College and relating to you, including results of any investigation and/or decision relating to such grievances and of any subsequent appeal or resolution.

To facilitate the above process, we generate the data and make available records as part of the handling of grievances and related investigations. The data will be retained for 10 years from the date of the decision resulting from the grievance process, whichever is later.

- Processing is necessary for the performance of our contract with you.
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The following data is necessary to comply with employment law. Where applicable, where you are concerned, also have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances.

- Processing is necessary for carrying out obligations or exercising our or your rights or obligations in compliance with our legal obligations.
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Business records: room bookings

The College will record and process data of any room bookings that are made.

- Processing is necessary for the performance of our contract with you.
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Employment details: contact details (name, addresses, telephone numbers), as amended from time to time.

The College will record and process data of any changes to your contact details.

- We obtain this data from you.
- We generate this data.
- We generate this data.
- We generate this data.

- Processing is necessary for the performance of our contract with you.
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Disciplinary or harassment records: if a complaint is made to the College in relation to you, the College will record the complaint, including records of any investigation and/or decision resulting from the grievance process, disputes and grievances.

- Processing is necessary for the performance of our contract with you.
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Teaching schedule information, including records of any investigation and/or decision relating to employee and office holder obligations or exercising our or your rights or obligations in compliance with our legal obligations.

- Processing is necessary for the performance of our contract with you.
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Pastoral care records (College provision of pastoral care to students), including details of subjects taught, and size, timing and location of teaching sessions.

- Processing is necessary for the performance of our contract with you.
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Development Plans

Records of appraisal discussions and personal feedback given to and received about you, as amended from time to time.

- Processing is necessary for the performance of our contract with you.
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The College will record and process data relating to any personal development plans that you have.

- Processing is necessary for the performance of our contract with you.
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In order to be able to contact you in your role as an employee or office holder at the College, the College will record and process data of your contact details.

- Processing is necessary for the performance of our contract with you.
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The College will retain your contact details for a period of 6 years from the date of your employment record permanently.

- Processing is necessary for compliance with a legal obligation.
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In order to be able to provide you with appropriate records as part of the handling of relevant complaints, disputes and grievances, and to be able to handle complaints and appeals, the College will retain your pastoral care information, including details of pastoral care received in relation thereto. Advisees also have a legitimate interest in the creation of administrative records of pastoral care received.

- Processing is necessary for the performance of our contract with you.
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As part of the administration and management of College facilities, in developing the range of college services and facilities and to facilitate access to college services and facilities, the College will retain details of those booking college facilities.

- Processing is necessary for the performance of our contract with you.
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The College will retain your pastoral responsibilities, advisees, as amended from time to time.

- Processing is necessary for the performance of our contract with you.
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The College will retain any documents and materials held in the College archive.

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The College will retain your teaching schedule information and grievances.

- Processing is necessary for the performance of our contract with you.
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The College and its members have a legitimate interest in the creation of administrative records of pastoral care received.

- Processing is necessary for the performance of our contract with you.
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- Processing is necessary for the performance of our contract with you.
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We obtain this data about you

- Sabbatical entitlements, including:
  - 41 years from end of the tax year in which sabbatical employment would be returned for 7 years from end of the tax year in which sabbatical employment would be returned.
  - Records of references will be kept for one year from the date of provision of the reference.
  - Records of absences, including those for health reasons, will be retained for one year from the date of the absence.
  - We may share information about you with a recruitment agency in the performance of our contract with you.
  - Processing is necessary for the performance of our contract with you. (In order to exercise your rights or obligations in employment or social security).
| Records will be retained for 6 years from the date of the decision. | Processing is necessary to perform a contract with you. | N/A | N/A | N/A | N/A |
| Records will be retained for 6 years from the date of the decision. | Processing is necessary to perform a contract with you. | N/A | N/A | N/A | N/A |
| Records will be retained for 6 years from the date of the decision. | Processing is necessary for the protection of our legitimate interests. | N/A | N/A | N/A | N/A |
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*Table showing records retention and processing purposes.*
<table>
<thead>
<tr>
<th>Records of information necessary for legal or statutory obligations</th>
<th>We generate this data about you</th>
<th>We obtain this data from the University of Oxford</th>
<th>We obtain this data about you</th>
<th>We obtain this data from the University of Oxford</th>
<th>We generate this data about you</th>
<th>Third party</th>
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<td>SCR membership files: names, contact details, membership and fee information</td>
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<td>The processing is necessary for the performance of a contract with you</td>
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<td>The provision is necessary for the purpose of obtaining legal advice on a matter necessary for establishing, exercising or defending legal rights</td>
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<td>The processing events are covered in Part 1 or Schedule 3 of the Data Protection Act 2018</td>
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**Processing is necessary for the performance of a contract with you**

- Names and contact details for current and former SCR members.
- Names and contact details of individuals who have never been employed by the College.
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**The College has a legitimate interest in the effective management, and proper use, of its IT systems**

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