

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

Controller					
Name and contact details		Data Protection Officer (if applicable)		Representative (if applicable)	
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	

ID.	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
1	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 full-time or part-time student. Records of your name, gender/preferred title, official headshot/passport style photograph.	We generate this data about you; We obtain this data from the University of Oxford. We obtain this data from you.	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 in 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.	The College has a legitimate interest in processing this data so that it can deliver your course. Where we keep information for the purposes of the College archive, the College has a legitimate interest in maintaining a record of who has attended, the results, awards, prizes and scholarships that were awarded, so that it may provide references and verify attendance and as part of its historic archives.	N/A		N/A		N/A	N/A
2	Information about your health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.	We obtain this data from the University of Oxford; We obtain this data from you; We obtain this data from third parties, such as medical professionals that you ask to provide us with information.	When we consider what reasonable 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.	For 6 years after the end of the academic year you cease to be a registered student. Anonymised Study Support Plans will be kept permanently.	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 compliance with a legal obligation	The College has a legitimate interest in taking 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.	Substantial public interest under the UK Data Protection Act 2018	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 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.	N/A		N/A	N/A
3	Information about your ethnicity, health, religion or philosophical beliefs and/or sexuality processed for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment, with a view to enabling such equality to be promoted or maintained.	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 College and its students have a legitimate interest in monitoring and promoting equality of opportunity.	Substantial public interest under the UK Data Protection Act 2018	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	N/A
4	Records of student performance and attendance, including records of student self-assessment.	We obtain this data from you We generate this data about you We obtain this data from the University of Oxford.	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.	The College has a legitimate interest in keeping such records to help develop and guide students during their studies.	N/A		N/A		N/A	N/A

5	Requests for assistance with academic matters, such as applications for special examination arrangements, requests for extensions to written work and submission of extenuating circumstances. Decision-making about such requests and records of actions taken.	We obtain this data from you We generate this data about you We obtain this data from third parties, such as medical professionals that you ask to provide us with information.	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.	For 6 years after the end of the academic year when you cease to be a registered student.	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	The College has a legitimate interest in ensuring that such requests for assistance are considered pursuant to its procedures and in accordance with relevant legislation.	Substantial public interest under the UK Data Protection Act 2018	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/A	N/A	
6	Records of student helpers/hosts at open days, consisting of the name and contact details of the helper/host, records of the hours worked and records of any payments or other benefits paid by the College	We obtain this data from you	So that we have records of which students act 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.	Processing is necessary for performance of our contract with you if payments are made 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 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
7	Details of your accommodation tenancy or licence agreement, including the duration of your occupancy, payments you have made and decisions about accommodation applications and room allocation.	We generate this data about you	In order to provide you with accommodation.	Records relating to accommodation 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
8	Other records relating to your accommodation, for example your contact information, accommodation requests and preferences, booking forms for students and guests, records of any family members or dependants who occupy the accommodation, records of overnight guests, lost property records, rental of fridges, records of your accommodation inventory and of the condition/cleanliness of your accommodation throughout your occupancy.	We obtain this data from you	In order to provide you with accommodation and related services and so that we have records for safety purposes of who is in College premises.	These records will be retained for six months after 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
9	Records of requests and bookings for rooms and facilities for events held by students/student societies, including records of any decisions the College makes pursuant to its obligation to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.	We obtain this data from you We generate this data about you	As part of the system for providing College facilities to students and student societies.	Records will be retained for one year from the date on which a decision is made.	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.	The College has a legitimate interest in ensuring that such requests and bookings are considered pursuant to its procedures and in accordance with relevant legislation. The College has a legal obligation under the Education (No 2) Act 1986 to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.	Substantial public interest under the UK Data Protection Act 2018	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 Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law. 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.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	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 Education (No 2) Act 1986. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning freedom of speech within the law. 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/A	N/A	

10	Financial information including your contact 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 obtain this data from you We generate this data about you	In order to provide your course, accommodation and associated services.	Records of outstanding payments will be retained until they are paid in full. Records relating to invoicing and payment details will be retained for 7 years after the date on which you cease to be a registered student at the College.	Processing is necessary for performance of our contract with you;									N/A	N/A
11	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.	We generate this data about you We obtain this data from the University of Oxford	We collect fees due to the University on its behalf and account to it for such fees.	For 6 years after the end of the academic year you cease to be a registered student.	Processing is necessary for the performance of your contract with the University. 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 University has a legitimate interest in collecting fees due to it.								Loan and financial support providers (including Student Loans Company)	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.
12	Information that you submitted to UCAS and/or the University, College or any third party when you applied to study at Oxford, 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.	We obtain this data 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	So that we have a record of our admissions 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.	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 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 being able to provide references to its students and former students.								N/A	N/A
13	Details of any criminal records that you declare to us on your application, or during your 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 studies].	We obtain this data from you; We generate this data about you; We may obtain this data from third parties.	So that the College is a safe and secure environment.	Where criminal convictions, incidents or allegations are declared or reported to us, we will retain this data for 6 years after the end of the academic year when you cease to be a registered student. Where we require a Disclosure and Barring Service check to be carried out, we will retain the DBS certificate information for 6 months from the date the certificate is received and a skeleton record that the check was satisfactory or unsatisfactory passed will be kept on your College file for 6 years from the end of the academic year in which you cease to be a registered student at the College.	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 has a legitimate interest in requiring DBS checks to be carried out where its students are or may be engaged in regulated activity with children or vulnerable adults.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category 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.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where the College processes special category 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.				N/A	N/A
14	Your fee status (e.g. home or international) 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 decisions that we make in light of that information.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you We obtain this data from third parties (e.g. parents, sponsors, guarantors).	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.	For 6 years after the end of the academic year when you cease to be a registered student.	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 compliance with a legal obligation	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.							Loan and financial support providers (including Student Loans Company)	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.	

15	Disciplinary, harassment or grievance records or 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.	We obtain this data from the University of Oxford We obtain this data from you We generate this data about you We obtain this data from third parties	So that the College can maintain appropriate standards of conduct and behaviour for the benefit of all its members and visitors.	Disciplinary, harassment or grievance records about you will be retained for 6 years after the 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 and stages reached will be retained within the College archives 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.	The College, its staff and students have a legitimate interest in the College being able to operate disciplinary, harassment and grievance procedures in accordance with its procedures.	Substantial public interest under the UK Data Protection Act 2018	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.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	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/A	N/A
16	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 obtain this data from you We generate this data about you We obtain this data from third parties	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.	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 cultural life, including for researchers and future students.					N/A	N/A
17	Meal bookings and attendance.	We obtain this data from you	So that we may provide catering services to students and invoice them correctly for the services provided.	For 3 months after the end of the academic year when you cease to be a registered student.	Processing is necessary for 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.	We generate this data about you	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	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		Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation and/or complying with regulatory requirements. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of tax or duty, safeguarding, or national security; College auditors	N/A
19	Passport records for overseas trips and events.	We obtain this data from you	Where the College organises an event abroad (for example a College Choir event).	For 3 months after the date on which you return 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				N/A	N/A
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.	We obtain this data from the University of Oxford We obtain this data from you		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 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, its students and the University have a legitimate interest in the Colleges being able to provide information to the University in order to enable it to comply with immigration law obligations. 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.					Home Office, UK Visas and Immigration	N/A
21	We may assist students making visa applications before they arrive, and making visa extensions when they are on the course. This involves us taking copies of passports and visas, which we store electronically and share with the University so that it has records of students' entitlement to study. We also provide the University with students' name, date of birth, passport number, course, fees paid & due for it to share this information with the Home Office/UK Visas and Immigration as part of its reporting obligations under immigration law.	We obtain this data 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	N/A

