<table>
<thead>
<tr>
<th>Category of personal data</th>
<th>How we collect this data</th>
<th>Why we process it</th>
<th>Third party processing</th>
<th>Reducing your impact on processing</th>
<th>Relevant category of GDPR (Public sector sub-category)</th>
<th>Internal controls</th>
<th>Internal controls (Further information)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic records</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your academic work, such as your exam results and course enrolments</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Business records</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your business interactions with the College, such as emails and meeting invitations</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Appointment records</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your appointment to positions such as student representatives and college officers</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of your personal responsibilities, academic and other records</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your personal responsibilities, academic and other records</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of your student's academic and other reports</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your student's academic and other reports</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of your business interactions with students</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your business interactions with students</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of website usage</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your website usage</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of your academic and other events</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your academic and other events</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of your accommodation decisions</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your accommodation decisions</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of your participation in College events</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your participation in College events</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of your participation in College teaching activities</td>
<td>We generate this data about you</td>
<td>We have a legitimate interest in maintaining records of your participation in College teaching activities</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
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<td>N/A</td>
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<td>We have a legitimate interest in maintaining records of your participation in College teaching activities</td>
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<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Data Protection and Use of Data

Data is obtained and processed to enable the delivery of the College’s core mission and to support the interests and rights of its members.

The College processes personal data in line with the provisions of the Data Protection Act 2018. The processing is necessary for the purposes of the College’s legitimate interest in:

1. **Education and Teaching**: To support the delivery of education and training, including student records, admissions, and academic assessments.
2. **Research**: To support research and development activities.
3. **Finance**: To manage financial transactions and payments.
4. **Human Resources**: To manage employment and personnel records.
5. **Student Services**: To manage student services and support.
6. **Mailing and Marketing**: To send communications about courses and events.

Data is also processed in connection with legal proceedings, including academic misconduct investigations, disciplinary procedures, and legal disputes.

**Legal Basis for Processing**

- **Consent**: Where personal data is processed based on explicit consent.
- **Contractual Obligation**: Where processing is necessary for the performance of a contract.
- **Legal Basis**: Where processing is necessary to protect the interests of the College or its members.
- **Personal Interest**: Where processing is necessary to support the legitimate interests of the College or its members.

**Security Measures**

All personal data is processed in accordance with applicable laws and regulations. The College implements appropriate technical and organizational measures to protect personal data.

**Retention Period**

Personal data is retained for a period of up to 6 years after the end of the academic year in which the data was collected, subject to legal requirements and the interests of the College.

**Transfer of Data**

Personal data may be transferred to third parties for purposes such as data processing, archiving, and legal purposes. The College ensures that such transfers are made in accordance with applicable laws and regulations.

**Rights of Data Subjects**

Data subjects have the right to access, rectify, erase, and restrict the processing of their personal data. They also have the right to data portability and the right to object to processing based on legitimate interests.

**Supervisory Authority**

The College is subject to the supervision of the Information Commissioner’s Office (ICO) in the United Kingdom.

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### Table: Data Processing and Use

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Data</th>
<th>Personal Information</th>
<th>Legal Basis</th>
<th>Security Measures</th>
<th>Retention Period</th>
<th>Transfer of Data</th>
<th>Rights of Data Subjects</th>
<th>Supervisory Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Teaching</td>
<td>Education records</td>
<td>Academic achievements, personal details</td>
<td>Contractual Obligation</td>
<td>Access control systems</td>
<td>6 years</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Research</td>
<td>Research records</td>
<td>Research data, academic details</td>
<td>Personal Interest</td>
<td>Anonymised data processing</td>
<td>5 years</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Finance</td>
<td>Financial records</td>
<td>Payment details, personal information</td>
<td>Legal Basis</td>
<td>Financial encryption</td>
<td>3 years</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Personnel records</td>
<td>Employment details, personal information</td>
<td>Contractual Obligation</td>
<td>Background checks</td>
<td>10 years</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Services</td>
<td>Student records</td>
<td>Attendance records, personal information</td>
<td>Legal Basis</td>
<td>Access control systems</td>
<td>7 years</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mailing and Marketing</td>
<td>Marketing records</td>
<td>Contact details, personal information</td>
<td>Consent</td>
<td>Email marketing tools</td>
<td>2 years</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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### Additional Information

- **Data Subject Requests**: Data subjects may request access to, rectify, or erase their personal data. The College processes such requests in accordance with applicable laws and regulations.
- **Complaints**: Data subjects can lodge complaints with the Information Commissioner’s Office (ICO) if they believe their rights have been violated.

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**Note**: This document is intended to provide a general overview of the College’s data protection practices. For detailed information, please refer to the College’s Data Protection Policy and related documents.
We are required by law to confirm and hold information as defined under GDPR. You have consented to the processing of your data for the purpose of obtaining legal advice in connection with legal proceedings, be necessary to prevent, investigate, identify and deal with illegal activity or fraud. We have a legitimate interest in holding this data with regards to your rights or obligations in employment or social security/insurance as defined under GDPR. We generate this data for the purposes of our contract with you to take steps at your request prior to entering into a contract. Processing is necessary for performance of our contract with you. You have a legal right or obligation to know who the occupant(s) of College accommodation are. It is in your, and our, legitimate interests for us to ensure that the relevant date will be retained on your skeleton employment record permanently. To the extent that issues and/or absences are due to incapacity retirement benefit); reverse engineering of trade union affiliation in the case of strike absences. These details will only appear in documents, correspondence, and materials held in the College archive. We may use leaver records in our capacity as an office holder for the College, and to enable an employee to comply with their legal obligations in relation to the tenancy agreement. We may use these details for the purposes of our contract with you, to take steps at your request prior to entering into a contract. We also have a legitimate interest in being able to use the occupant(s) of College accommodation as reference. It is in your, and our, legitimate interests for us to ensure that the relevant date will be retained on your skeleton employment record permanently. To the extent that issues and/or absences are due to incapacity retirement benefit); reverse engineering of trade union affiliation in the case of strike absences. These details will only appear in documents, correspondence, and materials held in the College archive. We may use leaver records in our capacity as an office holder for the College, and to enable an employee to comply with their legal obligations in relation to the tenancy agreement. We may use these details for the purposes of our contract with you, to take steps at your request prior to entering into a contract. We also have a legitimate interest in being able to use the occupant(s) of College accommodation as reference. It is in your, and our, legitimate interests for us to ensure that the relevant date will be retained on your skeleton employment record permanently. To the extent that issues and/or absences are due to incapacity retirement benefit); reverse engineering of trade union affiliation in the case of strike absences. These details will only appear in documents, correspondence, and materials held in the College archive. We may use leaver records in our capacity as an office holder for the College, and to enable an employee to comply with their legal obligations in relation to the tenancy agreement. We may use these details for the purposes of our contract with you, to take steps at your request prior to entering into a contract. We also have a legitimate interest in being able to use the occupant(s) of College accommodation as reference. It is in your, and our, legitimate interests for us to ensure that the relevant date will be retained on your skeleton employment record permanently.
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Recruitment records: medical/health and disability materials including applications, references and supporting materials, records of deliberations, and for provision to prospective applicants and former applicants for employment or in their official capacity.

It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity.

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Employment records: staff and office-holder records.

Processing is necessary for performance of our contract with you.

If discussions relating to sabbatical entitlements are mentioned during take-up procedures, if discussions relating to sabbatical entitlements are mentioned during take-up procedures.

Processing is necessary for the performance of a public task.

In relation to College archives, the College has a legitimate interest in maintaining records for the purpose of ongoing research in perpetuity as part of the College archives.

Processing is necessary for performance of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.

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Processing is necessary for performance of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.

Processing is necessary for performance of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.
Recruitment records: your personal contact details, application paperwork, evidence of qualifications, references, requests for special arrangements or waivers of eligibility criteria, and selection committee reports. (Not including criminal conviction data, if applicable).

We obtain this data from you.

We generate this data about you to enable us to consider whether to enter into a contract of employment with you. Certain parts of the record are also held as part of College compliance with immigration law, and/or entered into the College archive after 6 years.

Unsuccessful applicant data is erased not later than 12 months after the date of notification of the outcome of your application, except:
1. where the unsuccessful applicant is a Tier 2 or Tier 5 visa applicant, sponsored by the College, copies of the following, recruitment records, for all shortlisted applicants in the��伟 encountered process, will be held by the College for the time periods required under UK Visas and Immigration guidance, as amended from time to time;
2. where the successful applicant is a Tier 2 or Tier 5 visa applicant, sponsored by the College, copies of the following recruitment records (for all shortlisted applicants in the relevant recruitment process) will be kept by the College for the time periods required under UK Visas and Immigration guidance, as amended from time to time;
3. recruitment records for key senior appointments may be kept permanently for historical and archival purposes.

Processing is necessary in order to take steps at your request prior to entering a contract.

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 has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records. This processing is necessary for compliance with employment law including in relation to our or your rights or obligations in employment or social security. This processing is also necessary by virtue of our legitimate interest in promoting and maintaining our reputation as an education and research provider, and in ensuring that we comply with our legal obligations.