Society of St Stephen's House ROPA document - Current Students and Ordinands

**IDs:**
- Current Students and Ordinands
- Students, records of College examinations ("collections"), university, examinations, and College and University assessments, awards, scholarships and prizes performed. Records of your student status, including whether you are on the visiting student programme or in the College for a formal or part-time study. Records of your name, gender, telephone, and other contact details.

**Source of data:**
- The University of Oxford;
- Other records relating to accommodation; evidence of your attendance; evidence of the performance of tasks carried out in the College; evidence of your participation in the College's activities and, more generally, the collection of personal data for the purpose of monitoring and promoting equality of opportunity.

**Why we process it:**
- To enable us to make decisions about your academic progress and ensure that we can administer and support your course.
- To enable us to take account of your record in the University of Oxford;
- Records of your academic progress and performance; attendance; evidence of the performance of tasks carried out in the College; evidence of your participation in the College's activities and, more generally, the collection of personal data for the purpose of monitoring and promoting equality of opportunity.

**How long we keep it:**
- Permanent for the period of retention.
- For Ordinands: full information is retained for 5 years after the end of the academic year in which they leave the College, after which a skeleton record is retained.

**Limitations for processing:**
- The College has a legitimate interest in processing this data for the purpose of monitoring and promoting equality of opportunity; the processing is necessary for the performance of tasks carried out in the College; the processing is necessary for the exercise of a protective function.

**Details relating to lawful basis (where applicable):**
- Processing is necessary for the performance of tasks carried out in the College; the College has a legitimate interest in the exercise of a protective function.

**Special category details:**
- Health data.
- Educational data.

**Further information:**
- The College has a legitimate interest in processing this data for the purpose of monitoring and promoting equality of opportunity; the processing is necessary for the performance of tasks carried out in the College; the processing is necessary for the exercise of a protective function.

**Special category - details of public interest etc further specified:**
- Educational data.

**Personal information:**
- The College has a legitimate interest in the exercise of a protective function.

**Criminal conviction/criminal allegation grounds:**
- N/A
that freedom of speech within the law is secured. 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 for and visiting speakers.

We obtain this data from you.

We collect fees due to the University on its behalf and for the period retention.

We obtain this data from students and student societies.

We obtain this data from students and student societies.

We obtain this data from third parties.

We retain this information for as long as is necessary for the purposes of our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

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26. Data protection and/or freedom of information: for the purposes of the College 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.

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28. We obtain this data from the University of Oxford.

29. We obtain this data from third parties that provide support, for example scholarships, bursaries and associated personal data.

30. We obtain this data from the Leicestershire Police and Passport Service.

31. We obtain this data from the University of Oxford.

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We process your data in order to:
- Use it for administrative, academic, financial, marketing and support purposes.
- Deal with your requests, complaints and feedback.
- Provide and improve the quality of our services.
- Comply with our legal obligations and requirements.

We receive your data in order to:
- Fulfil our contractual obligations.
- Protect our legitimate interests or those of a third party.
- Fulfil our legal, social, economic or political obligations or requirements.

We process and hold your data for:
- A period of time that is necessary for the purposes for which we received the data.
- A period of time that is necessary for the purposes for which the data was collected.
- A period of time that is necessary for the purposes of our or someone else's legitimate interests.
- A period of time that is necessary for the purposes of our or someone else's legal rights and freedoms.

We provide information on your data to:
- Any other person or organisation whom we disclose your data for the purposes for which we received the data.
- Any other person or organisation whom we disclose your data for the purposes of our or someone else's legitimate interests.
- Any other person or organisation whom we disclose your data for the purposes of our or someone else's legal rights and freedoms.

We store your data in a format that:
- Is only accessible to a limited number of people.
- Is only accessible to our employees and agents who have a need to access it.
- Is stored in a location where access is limited to our employees and agents who have a need to access it.

We process your data in order to:
- Provide and improve the quality of our services.
- Fulfil our legal obligations and requirements.
- Fulfil our contractual obligations.

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- Fulfil our contractual obligations.

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