

Business Function	Process	Process_Sub Level 1	Process_Sub Level 2	Lawful Basis of Processing	Description of Legitim	Questions/future	Categories of Individual	Categories of Personal	Is sensitive	Categories of Recipients [NB: More work to identify third parties]	Source of the data, if	Location of	Existence of Automate	Data Protection	Data Protection Impact	Names of third countries	Safeguards for exceptions	Retention schedule (if possible)	Applicable security measures (if possible)	Special Category Data - Data Protection Bill Schedule Condition for Processing	Special Category Data - GDPR Lawful Basis for Processing	Retention and Erasure Policy
Development & Alumni Relations	Accept and Process Commercial Revenue	Purchase of merchandise	Process payment for merchandise	Contract			Alumni; Donors; Supporters; Students; Parents;	Name; Contact Details; Information required to make payment (incl. credit or debit card details)		University shop (WPM); other 3rd Party payment services providers; Bursary/Finance team for PDQ/cash/cheque payments.								7				delete
Development & Alumni Relations	Accept and Process Commercial Revenue	Purchase of tickets to fund (or part fund) the cost of events.	Process payments for events tickets	Contract			Alumni; Donors; Supporters; Students; Parents;	Name; Contact Details; Information required to make payment (incl. credit or debit card details)		University shop (WPM); other 3rd Party payment services providers; Bursary/Finance team for PDQ/cash/cheque payments.								7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Administration around donation processing	Notification of new gifts to colleges (email to nominated individual at college)	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purposes for which they were given and to maintain required financial records.		Alumni; Donors; Supporters;	Donor ID; Name; Contact details; where studied; matriculation year; Gift Amount and frequency if direct debit, start date, Gift Aid eligibility, fund to which donation has been.		College representatives. College development office/finance/accounts/bursary								7				delete

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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Administration around donation processing	Post and Export Data to General Financial Ledger/other relevant financial system to transfer/allocate philanthropic revenue to the appropriate destination requested by donor (e.g. colleges, departments, research projects).	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purposes for which they were given and to maintain required financial records.		Alumni, Donors, Supporters			Data is recorded in the DARS database where it can be accessed only by staff in relevant roles and with relevant access. University: Oracle finance system Colleges: Bursary/Finance team relevant financial system.								7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Administration around donation processing	Reconciliation of bank statements with internal records of donations	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purposes for which they were given and to maintain required financial records.		Alumni, Donors, Supporters			Data is recorded in the DARS database where it can be accessed only by staff in relevant roles and with relevant access. University: Oracle finance system Colleges: Bursary/Finance team relevant financial system.								7				delete

Business Function	Process	Process_Sub Level 1	Process_Sub Level 2	Lawful Basis of Processing	Description of Legitimate Interest and Legal Requirement	Questions/future	Categories of Individuals	Categories of Personal Data	Is sensitive	Categories of Recipients [NB: More work to identify third parties]	Source of the data, if	Location of	Existence of Automate	Data Protection	Data Protection Impact	Names of third countries	Safeguards for exceptions	Retention schedule (if possible)	Applicable security measures (if possible)	Special Category Data - Data Protection Bill Schedule Condition for Processing	Special Category Data - GDPR Lawful Basis for Processing	Retention and Erasure Policy
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Due diligence_donation acceptance	Undertake research relating to acceptance of gifts to ensure we don't accept money from individuals with whom the collegiate University would not wish to be associated with/money from criminal activity, etc. - due diligence	Legitimate Interest and Legal Requirement	Ensure that collegiate University ethical framework and reputation not compromised by the acceptance of any gifts. Legal requirement where checking for money laundering/bribery.		Alumni, Donors, Supporters	May include information about criminal convictions, bribery, fraud, allegations, other reputational information.		Internal senior staff involved in review								7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Facilitating Tax Efficient Giving	Issue Canadian Tax Receipts for payments handled by Gift Registry and coming in directly to all colleges who obtain tax receipt number from Gift Registry and issue receipt including number.	Legal requirement	Enables our US and Canadian donors to reclaim the tax on their donations.		Alumni, Donors, Supporters											7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Facilitating Tax Efficient Giving	Issue US tax receipts (OUDNA on behalf of AFO)	Legal requirement	Enables our US and Canadian donors to reclaim the tax on their donations.		Alumni, Donors, Supporters											7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Facilitating Tax Efficient Giving	Process donations received via tax-efficient intermediary e.g. AFO, other 501c3s, Swiss Friends, German Friends	Contract	Enables donors to give tax efficiently		Alumni, Donors, Supporters											7				delete

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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Facilitating Tax Efficient Giving	Reclamation of Gift Aid - R68 Process including collection and recording of declarations, supply of data to HMRC and recording of gift aid received. Distribution of gift aid amounts to departments, colleges and sports clubs.	Legal requirement	To ensure all tax reclaimable under the gift aid scheme is received by the collegiate University and that tax received goes to the right place. In so doing ensure maximum value is received from gift.		Alumni, Donors, Supporters	Contact details Donor Name Donor ID Gift Aid declaration and source of declaration (e.g. online, print form, oral) Amount of gift		HMRC Shared with colleges as part of distribution process - donor name not shared if anonymity has been requested.								7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Contactless donations. <b>NB: this is desired way of collecting additional donations for Gardens, Libraries and Museums. Not yet in place.</b>	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purposes for which they were given and to maintain records.		Alumni, Donors, Supporters	Name; amount; purpose; financial information required to process gift [e.g. credit card; debit card; bank account details];		Potential vendor: Goodbox								7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Administration around donation processing	Ensuring requirements for anonymity are met	Contract			Alumni, Donors, Supporters	Name (stored securely either via access or out of system depending on level of anonymity requested) Donation amount Purpose of donation										permanent				

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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process all types of donations made online via contracted 3rd parties: Campaign for Oxford Website; College website; Crowdfunding/Community Fundraising Platform;	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purposes for which they were given and to maintain required financial records.		Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymousity; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift		Colleges; departments; may also share data with the third party to answer queries University Finance	Contracted third party vendors acting as data processors such as Blackbaud Payment Services (BBPS); Hubbub; Everyday Hero; Cybersource; IATS; Blackbaud Merchant Services; Stripe, WPM, WorldPay; Paypal (some colleges use Paypal							7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process credit card donations via post or over phone using PDQ machines (including secure transfer to location where processed by PDQ)	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purposes for which they were given and to maintain required financial records.	PCI compliance	Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymousity; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete

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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process direct debit donations internally or via 3rd party	Contract	Ensure donations are processed as expected by donor, at time intended and correct processes followed.		Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymous; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift		If not DARS then via third party such as Rapid Data who receive data, manage direct debits and notify us of receipt, cancellation, etc. For GLAM maybe Galaxy Gateway/Microsoft Dynamics (TBD)								7				delete	
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process donations vis Bank Transfer (direct into Bank Account)	Contract			Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymous; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift											7				delete

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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process donations received via 3rd Party giving vehicles e.g. Just Giving, Virgin Money, CAF (Charities Aid Foundation), FDF (Foundation de France), Charities Trust, Smart Giving, Stewardship.	Contract			Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymous; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process donations via CAF Vouchers	Contract			Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymous; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete

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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process donations via UOCOL (University of Oxford China Ltd)	Contract			Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymous; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process gifts made via Text. NB: doesn't appear to be happening currently but have received queries.	Contract			Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymous; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete



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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process gifts of Shares	Contract			Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymous; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Process information relating to pledges and pledge payments	Contract			Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymous; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										Where are deeds of gift stored? Internal System . 7				delete

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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Processing cheque via mail or in person with (or without giving form)	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purposes for which they were given and to maintain required financial records.		Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymousity; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Processing gifts in kind (e.g. Donation of art work, book collection, supply of goods/services)	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purposes for which they were given and to maintain required financial records.	Policy around how gifts in kind are recorded (probably DARS specific)	Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymousity; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete

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Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Processing of cash gifts made at events	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purpose for which they were given and to maintain required financial records.	It appears that this is not something that happens often - need to put more process around this so people know how to deal with it if it occurs.	Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymousity; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete
Development & Alumni Relations	Accept and Process Philanthropic Revenue	Processing donations and pledges	Processing of donations made via Donation Boxes.	Contract	To ensure donations are processed and acknowledged in a timely manner and used for the purpose for which they were given and to maintain required financial records.	Work required with GLAM/ Gift Registry on this.	Alumni, Donors, Supporters	Name; contact details; donation amount; purpose; requirements around acknowledgment/anonymousity; financial information required to process gift [e.g. credit card; debit card; bank account details]; relevant additional documentation (e.g. gift										7				delete



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Development & Alumni Relations	Manage Programme of Events	Event Administration_pre-event	Accept and process donations along with event booking (see accept and process philanthropic revenue)	Contract	Ensure able to take donations if attendees wish to donate.		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	See above for processing donation s.										7				delete
Development & Alumni Relations	Manage Programme of Events	Event Administration_pre-event	Find relevant contributors/speakers at events from records of previous speakers and personal data held. May include research of data in the public domain.	Legitimate Interest	Deliver the highest possible		Alumni; Donors; Contract	All relevant data held										in perpetuity				
Development & Alumni Relations	Manage Programme of Events	Event Administration_pre-event	Receive and process payment for events (see processing commercial revenue - above)	Contract			Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	See above for processing commercial revenue.										7				delete
Development & Alumni Relations	Manage Programme of Events	Event Administration_pre-event	Receive and record registrations, receive and respond to queries relating to event	Contract			Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children	Name; names of guests (incl. any children); contact details; payment details including information required to process payment (e.g. credit card, debit										in perpetuity				



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Development & Alumni Relations	Manage Programme of Events	Event Administration_onsite	Film, take photographs, record or otherwise document event (e.g. twitter feed), could also include being captured by CCTV during course of event.	Legitimate Interest	Provide a record of event as part of social/cultural history of college, dept. Enable sharing of event content /experience with those who are unable to attend in person.		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	name, records of attendance; photographs (incl. captions) and video/audio recordings of events which may be published after event;										in perpetuity				
Development & Alumni Relations	Manage Programme of Events	Event Administration_onsite	Provide guest lists, display seating plans and provide name badges. May include guest list published in advance online.	Legitimate Interest	Facilitates networking, ensuring guests have consent for identifying where to find their friends; Ensure smooth-running of event - people know where to sit, etc.	How to approach; ensuring guests have consent for identifying where to find their friends; etc.	Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	name, perhaps job title, company (if networking event). Might include more with consent (e.g. contact details)										in perpetuity				

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Development & Alumni Relations	Manage Programme of Events	Event Administration_post event	Import data from 3rd parties (e.g. EventBrite, Cvent) into main database.	Legitimate Interest	Ensure we have accurate record of who was invited, who attended, any consent for email communication or consent to store sensitive personal data on ongoing basis is provided.		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	All data involved in organisation - not credit/debit card	YES									in perpetuity				
Development & Alumni Relations	Manage Programme of Events	Event Administration_post event	Post event evaluations	Contract	Evaluate success and incorporate feedback into future event planning.		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	Name, contact details	YES	Survey Monkey; Bristol Online; Qualtrics								Where is data recorded/kept and for how long: in perpetuity. Would it remain in survey tool? 1				delete
Development & Alumni Relations	Manage Programme of Events	Event Administration_post event	Publish photos of event in print materials, newsletters, online, via Flickr	Legitimate Interest	Remind attendees of how		Alumni; Donors;	Name of attendee or guest; attendance	YES									in perpetuity				



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Development & Alumni Relations	Manage Programme of Events	Event Administration_post event	Record attendance/non attendance and create any contact reports as relevant (see relationship management)	Legitimate Interest	Ensure accurate record of who attended. Important in terms of understanding relationship/engagement and also to measure success of event in terms of number of attendees, type of attendee, who came from where.	This may include recording inappropriate behaviour (not what, just fact that has been some) and taking steps to ensure that certain individuals are not invited again. Policy for "Do not contact - internal decision" needs review.	Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	Name; record of attendance	YES									in perpetuity					
Development & Alumni Relations	Manage Programme of Events	Event Administration_post event	Supply post event materials/follow-up/thanks for attending	Contract/Legitimate Interest	Thank attendees for investing the time to attend, ensure they have interesting materials if available. Encourage further engagement with event subject. If legitimate interest rather than contract then might		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	Name; contact details	YES									in perpetuity					

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Development & Alumni Relations	Manage Programme of Events	Event Administration_pre-event	Collect event registrant and guest details and produce/monitor regularly updated lists of respondents.	Contract	Important to ensure best possible service is offered making reasonable adjustments wherever possible in response to any specific requirements attendees have. Also to create best possible seating plan to facilitate most enjoyable		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	Name; names of guests (incl. any children); contact details; payment details including information required to process payment records (e.g. credit card, debit card, cheque); information specific dietary or access/mobility requirements; information on	YES	Others involved in the event across the collegiate University, staff who have relationships with invitees (e.g. Development Directors, Heads of House, Academics) 3rd Parties - venues, caterers, entertainers, speakers Event management tools: CVENT; EventBrite; BBCRM/BBIS; Online publishing platforms: e.g. ISSU Flickr Email tools: e.g. mailchimp Survey tools: e.g. Survey Monkey								in perpetuity				
Development & Alumni Relations	Manage Programme of Events	Event Promotion	Identify relevant audience/invitees from database or by staff recommendation depending on nature of event (segmentation)	Legitimate Interest	Ensure events are promoted only to people who might have a genuine interest, have attended previously, are located in the area, i.e. the right people are invited to the most appropriate event.		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	All relevant data held may be used	YES									in perpetuity				

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Development & Alumni Relations	Manage Programme of Events	Event Promotion	Promote event to intended audience via multiple channels. For smaller events or those with limited guest lists (e.g. dinners, Boat Race, CCB, VCC) work with colleagues across collegiate University to ensure invites sent to right people. Follow-up with reminders.	Legitimate Interest	Ensure the right people are invited to the most appropriate event. Ensure key relationship managers across University are aware who will be attending event. Reminders ensure that achieve best possible		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	Name; contact details	YES									in perpetuity				
Development & Alumni Relations	Manage Programme of Events	Event Promotion	Promote forthcoming events/events listing/bulletin in multiple channels	Legitimate Interest	Ensure alumni are aware of events, lectures, etc. available for them to attend that they might be interested in.		Alumni; Donors; Supporters; Students; Parents; Guests (who may include children - no records created for children - name and possibly ages recorded)	Name; contact details										in perpetuity				





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Development & Alumni Relations	Operational Reporting, Management Reporting and Governance	Forecasting of future revenue		Legitimate Interest	Good financial management. Also enables focusing of resources in most efficient and effective way to achieve fundraising goals. Facilitate operational decision-making, properly manage resources; provide require		Alumni, Donors, Supporters	Although data would be anonymised in many reports, there are cases where it might be necessary to include data on individuals, for example when reviewing potential gifts or pledges that are expected but have not yet been received.										7				Delete
Development & Alumni Relations	Operational Reporting, Management Reporting and Governance	Market Research	Collect feedback on Customer Satisfaction	Legitimate Interest	Understand how alumni/supporters are reacting to our communications and other activities. Understand alumni/supporter views on issues important to the collegiate University.		Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Operational Reporting, Management Reporting and Governance	Measurement of ROI of activities		Legitimate Interest	Ensures resources are used in the most efficient and effective way.		Alumni, Donors, Supporters											7				delete
Development & Alumni Relations	Operational Reporting, Management Reporting and Governance	Provide data HESA Graduate Outcomes Survey (contact data provided to ensure inclusion in/response to this piece of research)		Legitimate Interest			Alumni, Donors, Supporters	Name; contact details		HESA								permanant				

Business Function	Process	Process_Sub Level 1	Process_Sub Level 2	Lawful Basis of Processing	Description of Legitimate Interest	Questions/future	Categories of Individuals	Categories of Personal Data	Is sensitive	Categories of Recipients [NB: More work to identify third parties]	Source of the data, if	Location of	Existence of Automate	Data Protection	Data Protection Impact	Names of third countries	Safeguards for exceptions	Retention schedule (if possible)	Applicable security measures (if possible)	Special Category Data - Data Protection Bill Schedule Condition for Processing	Special Category Data - GDPR Lawful Basis for Processing	Retention and Erasure Policy
Development & Alumni Relations	Operational Reporting, Management Reporting and Governance	Respond to, record and monitor complaints		Legitimate Interest	To monitor levels of satisfaction and to indicate whether our legitimate interest assessments are accurate. To indicate areas for improvement. To improve the service offered.		Alumni, Donors, Supporters	Name; contact details; record of correspondence/ classification of type of correspondence.										15				delete
Development & Alumni Relations	Relationship Management/Engagement_ALL	1:1/Personal communications, e.g. at meetings, events, via personal phone calls, individual email or print correspondence		Legitimate Interest	Develop relationship; explore /ask for appropriate level of support ; provide meaningful stewardship.		Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Administrative communications by phone, print, fax email.		Contract	?Contract - around donation, event attendance, registration for online services , checking if have understood request correctly, etc.		Alumni, Donors, Supporters											permanant				

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Development & Alumni Relations	Relationship Management/Engagement_ALL	Assist with administration of/support "friends" groups (e.g. Friends of Continuing Education, college Friends groups)		Legitimate Interest	Facilitate groups that strengthen relationships between alumni/supporters and specific causes or organisations across the collegiate University.		Alumni, Donors, Supporters											permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALL	Classify constituents into groups based on the data we hold on them - major donor, alumni, friend, lifetime value. Do this via automated or manual analysis or mixture of both. Includes creating audience segments for communications. PROFILING, SEGMENTATION.		Legitimate Interest	To better segment audiences and understand what messages we should be sending to which audiences at what time - engaging them in the most appropriate and relevant way. Ensure our communications (news,		Alumni, Donors, Supporters	All relevant data available		3rd Party Consultants to assist with analysis - typically would share only anonymised data (incl. ID)								permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALL	Collect and record preferences about how alumni, donors and supporters would like to be communicated with and in what channel (may include preferred addresses)		Legitimate Interest Consent as required for digital comms.	Communicate with audiences in the most appropriate way and wherever possible, according to their known preferences.		Alumni, Donors, Supporters											permanant					



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Development & Alumni Relations	Relationship Management/Engagement_ALL	Collect information about willingness/offers of volunteering and area of volunteering, e.g. hosting of students, membership of advisory boards or development boards, provision of expertise or advice,		Legitimate Interest	Provides advice and direction for Development and Alumni Relations activities. Provides important contacts for fundraising; Provides opportunities for current students and young alumni as well as for		Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Collect updates to personal data and gather additional information from individuals either via print or online forms or registration on Oxford Alumni Online or other online platform "Personal Information Forms" (forms always clear that providing data to keep in touch)		Legitimate Interest Consent as required for digital comms.	Helps ensure accuracy and currency of the data held, usually involves confirmation of consent to email (and preferences for other types of communication s). This can also help reduce cost of returned mail. Provide a vehicle where we can	These forms may also ask for information that might be published in the college newsletter or online as well as being recorded in the databases. These might include life events such as births, marriages and deaths - need to	Alumni, Donors, Supporters	Name; contact details; biographical info (as listed above); specific questions around opinions /interests		Email tools 3rd Parties e.g. Buffalo for online versions BBCRM/BBIS								permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Coordinate and record visits to Oxford		Legitimate Interest			Alumni, Donors, Supporters											permanant				

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Development & Alumni Relations	Relationship Management/Engagement_ALL	Facilitate the sharing data between alumni e.g. via directories		Consent	Facilitates networking/encourages alumni to participate in college as well as peer networks - in depts. Such as SBS, facilitates networking in business areas relevant across many professions.	Consent given for names/info to appear. Need clearer overall strategy. How are they used, overlap with similar services offered (Graduway, Oxford Alumni Online, other)	Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Information about social media presence - influence, etc., twitter account, Facebook, linked in. Might also record areas of interest demonstrated.		Legitimate Interest	So that we know which of our alumni have reach/influence - could help in promoting an event or a cause.		Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Locating lost alumni	Make proactive efforts to keep in touch with alumni if they have moved address - may involve looking for new address, asking peers if they have address, will forward on information, etc.	Legitimate Interest	To ensure links are maintained with as many alumni as possible and that as many alumni as possible are invited to relevant events - especially gaudies and reunions.		Alumni, Donors, Supporters											permanant				



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Development & Alumni Relations	Relationship Management/Engagement_ALL	Market Research	Focus groups (may record that someone had taken part)	Legitimate Interest	Understand what alumni/donors want and expect from Oxford, what they value, what they enjoy, what they would like to see more of, less of, etc.)		Alumni, Donors, Supporters			3rd Party consultants organising focus groups, collating responses and writing up reports.								permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Marketing communications - news, activities, events, volunteering, benefits (including careers service)	Print, email, broadcast media (rare), social media (Facebook, Twitter, Instagram, Linked-in, Linked-in groups)	Legitimate Interest Consent as required for digital comms.	Promoting news, events, fundraising, telling contacts of impact of donation, volunteer newsletter, careers newsletter, Share news, promote events, fundraising projects, volunteering opportunities.	Guidance around digital comms.	Alumni, Donors, Supporters			Mailing houses, printers, Facebook, email tools								permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Marketing Communications_Text/SMS		Legitimate Interest		Guidance around digital comms.	Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Online presence/services	Social/Professional Networking Platforms - "Linked-in" for Oxford/Colleges Platform for Alumni, share information, find mentoring/work experience, connecting with fellow alumni for advice, networking; also communicate with one-another.	Legitimate Interest			Alumni, Donors, Supporters			Graduway; Illuminati and others (they collect and process the data and then provide some back to us)								permanant				

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Development & Alumni Relations	Relationship Management/Engagement_ALL	Plan and record interactions (visits, communications, etc.) with alumni, donors or supporters - these may include prospect or stewardship plans		Legitimate Interest	Build a history of our relationship with our alumni - with college, department and central University; Ensure right ask made of right individual at right time for right project. Ensure donors receive meaningful stewardship/ship/co		Alumni, Donors, Supporters	Information around the solicitation of gifts (related visits, meetings, reports, correspondence as part of fundraising relations hip)										permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Provide briefings/profiles on individual constituents for senior staff members who may be meeting with them in the context of ongoing stewardship or solicitation of a gift (also relevant for event management). PROFILING.		Legitimate Interest	Ensure best possible experience for donor/prospect at meetings. Able to hone in on subjects of importance and interest to busy alum quickly, understand what is important to them, what motivates them, where their interest		Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Record biographical information about alumni, donors and supporters collected over the course of our relationship.		Legitimate Interest	Used to ensure invited back to right Gaudy/Subject reunion. Also as an indication of area of interest for comms, promotion of public events and		Alumni, Donors, Supporters	<ul style="list-style-type: none"> <li>name, title, contact details, date of birth, gender, marital status, spouse, partner and family details</li> <li>for current or past students : student ID, program</li> </ul>										permanant				

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Development & Alumni Relations	Relationship Management/Engagement_ALL	Record communications/correspondence from and to constituents, including upload of correspondence to databases.		Legitimate Interest			Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Record details of our ongoing relationship with alumni, donors and supporters, and how they engage with us: events attended, visits to college, depts., marketing communications received, fundraising activities in which included (e.g. telethon, fundraising appeal mailing)		Legitimate Interest	Relationship Management, Customer Service, relevancy of communications. Understand overall relationship of an individual, corporation or trust with collegiate University; ensure we are informed when have		Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Record news updates about what alumni/supporters are doing		Legitimate Interest			Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Record volunteer work/activity		Legitimate Interest			Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Review/research to see who might be able to offer expertise/advice/advocate		Legitimate Interest			Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Run against MPS to ensure ok to send marketing communications		Legitimate Interest		This is not standard practice - Fundraising Regulator says must "consider" doing this.	Alumni, Donors, Supporters											permanant				

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Development & Alumni Relations	Relationship Management/Engagement_ALL	Share data across collegiate University to ensure have most up to date details		Legitimate Interest	Should make things easier for alumni - only one place to go. Improved customer service and overall data quality. Ensures at least in basic areas "left hand knows what right hand is doing"		Alumni, Donors, Supporters	Type of data: deceased updates, address updates, but also other data such as donor info, clearance process means additional data is shared. Also OUDNA donations received. Also event invite lists and attendees for collegiate		College Development and Alumni Relations officers.								permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALL	Source information about alumni from data held to promote the benefits of education at Oxford, at an Oxford college to prospective students.		Legitimate Interest	Having good stories to tell about success of alumni can encourage prospective students and demonstrate the value of an Oxford education.		Alumni, Donors, Supporters																
Development & Alumni Relations	Relationship Management/Engagement_ALL	Understand connections and networks between alumni, supporters and prospective donors (e.g. boards on which they serve)		Legitimate Interest	Can inform events, and also engagement strategies for potential donors.		Alumni, Donors, Supporters											permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALL	Update data held following personal conversations or correspondence with individuals		Legitimate Interest	Improve Quality of Data Held		Alumni, Donors, Supporters											permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALL	Update data using third party sources e.g. post office updates/royal mail update		Legitimate Interest	Only use where clear that individual has given permission.		Alumni, Donors, Supporters											permanant					

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Development & Alumni Relations	Relationship Management/Engagement_ALL	Use cookies/web beacons/pixels to track behaviour in response to email/other digital communications and content.		Legitimate Interest	To understand and whether people are engaging with the content we are producing. To ensure content is of interest and engaging. To ensure excellent user experience. To ensure online forms are performing correctly, e.g.	Cookie Policy review - need for cookie opt-in on pages.	Alumni, Donors, Supporters											1				delete
Development & Alumni Relations	Relationship Management/Engagement_ALL	Use publically available data to update information about alumni, donors and supporters (e.g. Honours Lists, newly appointed officials such as QCs, career or job information, interests)		Legitimate Interest	Alumni expect us to know about achievements like this.		Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_ALL	Use third party sources as part of process of adding or updating constituent data (e.g. Experian)		Legitimate Interest	This is only used to check address against postcode when either: entering data provided by an individual, or when an individual is entering data online - e.g. enter postcode and then select correct address from drop down.		Alumni, Donors, Supporters											permanant				



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Development & Alumni Relations	Relationship Management/Engagement_ALL	Where we become aware of relationships between constituents, record those relationships to understand networks (family relationships, tutors, friends, trusts/foundations, corporate, etc.).		Legitimate Interest	Alumni expect us to know some of these, others are useful to offer excellent customer service (groups of people or individuals who would like to sit together at events, etc.).	What happens when we are provided information from another alum - do we check first with the alumni concerned before recording data - what if the data provided is contact data and we didn't previously have relationship	Alumni, Donors, Supporters											permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALUMNI	Collect information for College Record (incl. relationships not previously recorded)- e.g. births, deaths, marriages. This will be used in record but also recorded in database.		Legitimate Interest	Ongoing history of college and relationship with alumni	Does process make clear what will happen to data? Relates to item above.	Alumni (who may also be donors)											permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALUMNI	Establish and work with Alumni Volunteer Boards		Legitimate Interest			Alumni (who may also be donors)			May involve sharing of minimal personal data where relevant and with agreements in place								permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALUMNI	Online presence/services	Oxford Alumni Online - offered by central team and with specific sites for DARS colleges and departments. Offer Directory Functionality for Alumni (e.g. Oxford Alumni Network, Graduway	Legitimate Interest	Consent for data to be displayed in directories		Alumni (who may also be donors)											permanant					
Development & Alumni Relations	Relationship Management/Engagement_ALUMNI	Provide alumni benefits and services (e.g. JSTOR access, discounts; email forwarding service)		Legitimate Interest		Not clear what data is shared in order to get access to JSTOR or email forwarding service, or to whom that is provided.	Alumni (who may also be donors)	Contact details		Internal_University								permanant					

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Development & Alumni Relations	Relationship Management/Engagement_ALUMNI	Provide support to recognised alumni networks, including helping them get established, advertising their events, volunteers, local alumni groups		Legitimate Interest			Alumni (who may also be donors)	Minimal data for purpose: Event - may supply list of attendees and info on dietary requirements, etc. Fundraising - list of names of people they could contact if they already have details for them		May involve sharing of minimal personal data where relevant and with agreements in place								perminant					
Development & Alumni Relations	Relationship Management/Engagement_ALUMNI	Record information of offers of support in the area of careers - e.g. career advice, mentoring, apprenticeships, coaching, networking opportunities, seminars.		Legitimate Interest	Ensure make appropriate use of valuable offers of support from alumni that offer current students and young alumni professional development opportunities.		Alumni (who may also be donors)											perminant					
Development & Alumni Relations	Relationship Management/Engagement_ALUMNI	Record information on use of alumni benefits/services offered		Legitimate Interest	Understand how alumni are utilising this service		Alumni (who may also be donors)	Name Contact details Careers services provided /interactions with careers service										perminant					

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Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Assist with administration/support of 501c3 and other giving vehicles, e.g. AFO, Swiss Friends (e.g. promoting their events, ensuring donations are processed smoothly)		Legitimate Interest	Ensure there are tax effective channels of giving for territories where this is an important consideration when making a gift - major or otherwise. Provide appropriate/agreed level of support to those running		Alumni, Donors, Supporters	Minimal data for purpose: Prior to donation being made might provide name, purpose of donation so organisation aware to expect it. Post donation (in case of AFO - name, donation, purpose) Event - may supply list of attendees and		Recognised tax efficient giving organisations.								7				delete
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Carry out Crowdfunding, Community Fundraising, Peer to Peer campaigns (e.g. giving days).		Legitimate Interest			Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Coordinate relationships with donors across collegiate University, especially around approaches for potential gifts.		Legitimate Interest			Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Manage relationship with a potential major donor from first contact to asking for gift.		Legitimate Interest			Alumni, Donors, Supporters	Records of interactions, plans for next activities, proposals provided	Possible									permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Manage ongoing individual stewardship of major donor.		Legitimate Interest			Alumni, Donors, Supporters	Records of interactions, plans for next activities, reports provided	Possible									permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Create web presence for fundraising and stewardship	Campaign for Oxford Website - Overarching promotion of Oxford Thinking Campaign - one-stop-shop for searching for specific areas of giving that are available across collegiate University and ability to give online centrally. Offer Directory Functionality for Alumni (e.g. Oxford Alumni Network, Graduway	Legitimate Interest			Alumni, Donors, Supporters	Cookies Web beacons										1				delete

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Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Establish and work with Development Advisory Boards		Legitimate Interest	Call upon expertise of others (including alumni, donors, supporters) to assist in achievement of our goals.		Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Feature donors/alumni stories in our publications (in print and online)		Consent		Need to ensure right process is in place so consent is gained	Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Legacies_record indication of intention of an individual to leave a legacy or planned gift and to where in the University/college that legacy will be left.		Legitimate Interest	Enables college and University to gain a level of understanding and of number and value of legacy pledges and also to steward the individual planning to make a legacy gift during their lifetime, should they so wish to engage with us		Alumni, Donors, Supporters											permanant				

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Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Marketing communications by phone (e.g. telethons, telephone fundraising)	Promotional Phone calls (e.g. telethons)	Legitimate interest (where not on TPS) Consent - where on TPS or previously objected to calls	Encourage donations/participation in annual fund. Also ongoing contact between alumni and students. Although some alumni do tell us that calls are intrusive, other alumni tell us that they look forward to these calls.		Alumni, Donors, Supporters			3rd Party Telethon providers: Buffalo, Rux Burton using 3rd Party Software: Mole, Bit10,								permanant					
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Multi-channel marketing communications - fundraising and stewardship	Print, email, broadcast media (rare), social media (Facebook, Twitter, Instagram, Linked-in, Linked-in groups)	Legitimate Interest	Facilitates networking/encourages alumni to participate in college as well as peer networks.		Alumni, Donors, Supporters											permanant					
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING			Legitimate Interest			Alumni, Donors, Supporters											permanant					
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Prospect Research: 3rd party sources	Use 3rd party sources (aggregated vendor databases, e.g. Lexis Nexis, Wealth Engine) to make an assessment of an individual's capacity to give and area of interest	Legitimate Interest	Ensure that when fundraisers approach potential donor(s) with significant		Alumni, Donors, Supporters											permanant					

Business Function	Process	Process_Sub Level 1	Process_Sub Level 2	Lawful Basis of Processing	Description of Legitimacy	Questions/future	Categories of Individuals	Categories of Personal Data	Is sensitive	Categories of Recipients [NB: More work to identify third parties]	Source of the data, if	Location of	Existence of Automation	Data Protection	Data Protection Impact	Names of third countries	Safeguards for exceptions	Retention schedule (if possible)	Applicable security measures (if possible)	Special Category Data - Data Protection Bill Schedule Condition for Processing	Special Category Data - GDPR Lawful Basis for Processing	Retention and Erasure Policy	
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Prospect Research: Publicly available data	Use publicly available data (Companies House, Linked in, Sunday Times Rich List, Press, Google, etc.) to undertake desk research and make an assessment of an individual's capacity to give and area of interest. Use Publicly available data to Add information about a constituent's wealth - published wealth, giving to other organisations, assets, house value, etc.	Legitimate Interest	When considering approaching a major prospect (alumni or non-alumni) to make a significant donation to a specific project we believe they would have an interest in.		Alumni, Donors, Supporters											permanant					
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Prospect Research: Wealth Screening	Use an agency to buy-in wealth data relating to alumni/supporters. Dataset would be provided to third party agency and matched to their database (compiled from publicly available data). Records with appended wealth assessment data would be returned - this might be for a subset of the data, i.e. those where a match had been made. Data returned includes wealth assessment, career information/history, assets (including value of property); key contacts/network ("circle of friends")	Legitimate Interest	Ensure that when fundraisers approach potential donor(s) with significant capacity they do so with a project that they have good reason to believe is of interest to the individual(s) and when they ask		Alumni, Donors, Supporters			Prospecting for Gold, Factory (Wealth Engine no longer active in UK; Wealthpoint disabled in BBCRM/DARS)								permanant					
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Recognition Programmes	Produce and distribute publications detailing the impact of donations received. This may be an annual campaign report, college report, annual report or report designed for specific donor (e.g. Trust, Foundation, Corporation, Major Donor). Might also be a report to an internal department or committee.	Legitimate Interest			Alumni, Donors, Supporters											permanant					

Business Function	Process	Process_Sub Level 1	Process_Sub Level 2	Lawful Basis of Processing	Description of Legitim	Questions/future	Categories of Individual	Categories of Personal	Is sensitive	Categories of Recipients [NB: More work to identify third parties]	Source of the data, if	Location of	Existence of Autom	Data Protection	Data Protection Impact	Names of third countries	Safeguards for exceptions	Retention schedule (if possible)	Applicable security measures (if possible)	Special Category Data - Data Protection Bill Schedule Condition for Processing	Special Category Data - GDPR Lawful Basis for Processing	Retention and Erasure Policy
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Recognition Programmes	Produce donor listings for inclusion in publications (print or online), or public display on plaque, panel, building signage, etc.	Consent		Need to consider this - at the moment feels as though some are using consent and some legitimate interest - seems as though because we are putting personal information in the public domain together with the fact	Alumni, Donors, Supporters	Name; possibly range of amount of gift; possibly purpose of gift.										permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Recognition Programmes	Provide appropriate thanking for donors (see also accept and process gift). Thanking may often be done by several parts of the University and may involve more than one simple acknowledgement.	Legitimate Interest		Consider what is reasonable under legitimate interest before it becomes stewardship marketing.	Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Recognition Programmes	Record membership of and manage donor recognition programmes (e.g. CCB, VCC, Legacy Circles)	Legitimate Interest		Many of these boards are invitation only so donors are clear about why they are members, could have refused, etc.	Alumni, Donors, Supporters											permanant				

Business Function	Process	Process_Sub Level 1	Process_Sub Level 2	Lawful Basis of Processing	Description of Legitimate Interest	Questions/future	Categories of Individuals	Categories of Personal Data	Is sensitive	Categories of Recipients [NB: More work to identify third parties]	Source of the data, if	Location of	Existence of Automate	Data Protection	Data Protection Impact	Names of third countries	Safeguards for exceptions	Retention schedule (if possible)	Applicable security measures (if possible)	Special Category Data - Data Protection Bill Schedule Condition for Processing	Special Category Data - GDPR Lawful Basis for Processing	Retention and Erasure Policy
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Research and Analysis	Bring together various data we have stored about our constituents including interactions with us (attending events)/behaviour (in response to emails, use of website) to make predictions about how they might behave in the future to help our understanding of what they might be interested in, whether they are likely to want to support us philanthropically or not and when, and ensure that information we send, or calls to action in our messaging are relevant and timely. PROFILING, SEGMENTATION.	Legitimate Interest	Ensure relevant, interesting, engaging content sent to right contacts at right time, including if asking for a donation. Enables us to make evidence-based decisions to continuously improve our programme of activities.		Alumni, Donors, Supporters	All relevant data available										permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Research and Analysis	Create segmentations and calculate and record segment data against constituent records to categorise data subjects based on similar behaviour, e.g. major donor, prospective donor. PROFILING, SEGMENTATION	Legitimate Interest			Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Peer to peer fundraising	May share data with volunteers (only with agreements in place), record interaction with volunteers (fact that they are doing this), may also set up relationship management plans for these individuals with those they are engaging.	Legitimate Interest	Volunteers promote the fundraising goals to their peers (year group, subject area, etc.).	Policy development around how manage this.	Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Telethons	Append data via 3rd party vendor (might include wealth screening info; phone numbers) NB: <b>**Believe this practice does not happen any longer**</b>	Legitimate Interest	Unless donor has provided phone number in relevant context then would not appear to be within reasonable expectations to contact them.	Guidance around telethons.	Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Telethons	Select list of alumni to include in activity (removing any opt-outs) and run against TPS to identify any alumni who are on TPS.	Legitimate Interest		Guidance around telethons.	Alumni, Donors, Supporters											permanant				



Business Function	Process	Process_Sub Level 1	Process_Sub Level 2	Lawful Basis of Processing	Description of Legitim	Questions/future	Categories of Individual	Categories of Personal	Is sensitive	Categories of Recipients [NB: More work to identify third parties]	Source of the data, if	Location of	Existence of Automate	Data Protection	Data Protection Impact	Names of third countries	Safeguards for exceptions	Retention schedule (if possible)	Applicable security measures (if possible)	Special Category Data - Data Protection Bill Schedule Condition for Processing	Special Category Data - GDPR Lawful Basis for Processing	Retention and Erasure Policy
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Telethons	Where Alumni are on TPS, check for previous relationship/opt-in/indication that happy to be included.	Legitimate Interest		Guidance around telethons.	Alumni, Donors, Supporters											permanant				
Development & Alumni Relations	Relationship Management/Engagement_FUNDRAISING	Telethons	Set ask amount (may be automated calculation based on previous giving). Will always be checked before implementing.	Legitimate Interest		Guidance around telethons.	Alumni, Donors, Supporters											permanant				