<table>
<thead>
<tr>
<th>No.</th>
<th>Category of personal data</th>
<th>Source of the data</th>
<th>Why we process it</th>
<th>How long we keep this data</th>
<th>Our lawful basis for processing</th>
<th>Details relating to lawful basis (where applicable)</th>
<th>Special category grounds (where appropriate)</th>
<th>Criminal conviction/criminal allegation grounds (where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CCTV recordings and still images taken from recordings, records of who has accessed the CCTV images and recordings and the reason for accessing them.</td>
<td>We obtain this data from the University of Oxford</td>
<td>The Data Protection Act 2018 (UK) requires us to manage the protection of safety and security on campus and to assist with the prevention and detection of crime or other unlawful activity including misconduct in an employee or student. Where an incident is recorded we may need to capture images for the purposes of any investigation by the College or police.</td>
<td>Not to exceed 15 days.</td>
<td>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</td>
<td>The College's legitimate interests and functions have a legitimate interest in being safe and secure environment. Logs of who has accessed the recordings and their reason for accessing them are recorded to comply with the College's security and accountability obligations under data protection law.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>The College holds contact information for students, emergency contacts (e.g. parent(s) of (student(s)) and staff and bedroom numbers for students.</td>
<td>The College holds contact information for students, emergency contacts (e.g. parent(s) of (student(s)) and staff and bedroom numbers for students.</td>
<td>To ensure we can contact staff, students or their nominated emergency contacts in case of an emergency.</td>
<td>Until the student is no longer a registered student.</td>
<td>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</td>
<td>The College, its staff and students have a legitimate interest in being able to communicate with each other in case of an emergency.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Emergency medical information about students may be held by College security.</td>
<td>Where students inform us of a medical condition and/or disability that might help them in the event of a medical emergency.</td>
<td>To assist in the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes.</td>
<td>Until the student is no longer a registered student.</td>
<td>Processing is necessary to protect your vital interests, or someone else's;</td>
<td>The College and its students have a legitimate interest in the College holding information which might help treat or prevent a medical emergency.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Security access records for staff, students and visitors (e.g. conference delegates, contractors). This includes your name and potentially your identity number (e.g. linked to your key swipe card or fob, including your university and campus card) and/or vehicle registration number. The information is also used to record the times of your access to any of our buildings or offices.</td>
<td>Where appropriate.</td>
<td>To ensure access to College premises can be monitored, ensuring access rights that individual key holders have are protected.</td>
<td>Until the student is no longer a registered student.</td>
<td>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</td>
<td>The College, its members and visitors have a legitimate interest in being safe and secure environment.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>College security holds contact details for contractors working on College premises, and information about the contract they are working on.</td>
<td>Where appropriate.</td>
<td>To ensure access to College premises can be monitored, ensuring access rights that individual key holders have are protected.</td>
<td>Until the student is no longer a registered student.</td>
<td>Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.</td>
<td>The College, its members and visitors have a legitimate interest in being safe and secure environment.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
For as long as you hold the key/card/fob. 

The College has a legitimate interest in recording and retaining records of accidents on College premises to assist with the management of health and safety risks. Where it processes special category data for these purposes, the College processes such information for the purpose of supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.

We obtain this data from the University of Oxford.

The processing is necessary for the protection of members of the public from any potential health and safety risks, and must be carried out without the consent of the individuals to which it relates to preserve each protection. 

Substantial public interest under the UK Data Protection Act 2018.

The College has a legitimate interest in recording and retaining records of accidents on College premises to assist with the management of health and safety risks. We obtain this data from you.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Substantial public interest under the UK Data Protection Act 2018.

We obtain this data from you.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

For six months.

Substantial public interest under the UK Data Protection Act 2018.

Substantial public interest under the UK Data Protection Act 2018.

We generate this data about you.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Substantial public interest under the UK Data Protection Act 2018.

We obtain this data from you. 

The College has a legitimate interest in operating a pigeon hole system to assist with the efficient delivery of post and similar items.

The College and its members have legitimate interests in receiving deliveries, and in maintaining records to help reduce the risk of deliveries being lost after receipt at the College.

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 the security of its premises.

We obtain this data from you. 

The College has a legitimate interest in supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Substantial public interest under the UK Data Protection Act 2018.

The College has a legitimate interest in maintaining the security of its premises.

Substantial public interest under the UK Data Protection Act 2018.

We obtain this data from you. 

The College has a legitimate interest in supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Substantial public interest under the UK Data Protection Act 2018.

The College has a legitimate interest in supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Substantial public interest under the UK Data Protection Act 2018.

The College has a legitimate interest in maintaining the security of its premises.

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The College has a legitimate interest in supporting staff with disabilities who may have particular need of parking spaces, and taking account of its obligations to make reasonable adjustments.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Substantial public interest under the UK Data Protection Act 2018.

Substantial public interest under the UK Data Protection Act 2018.

We generate this data about you.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

We obtain this data from you. 

For six months.

Substantial public interest under the UK Data Protection Act 2018.

We obtain this data from you. 

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Substantial public interest under the UK Data Protection Act 2018.

We generate this data about you.

The processing is necessary for the purposes of: our or someone else’s legitimate interests, except where overridden by your data protection rights and freedoms.

Substantial public interest under the UK Data Protection Act 2018.

The College and its members have legitimate interests in receiving deliveries, and in maintaining records to help reduce the risk of deliveries being lost after receipt at the College.

For six months.

Substantial public interest under the UK Data Protection Act 2018.

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