

St John's College, Record of Processing Activities - pupils, parents, guardians, teachers and school staff involved in access and outreach programmes

Name and contact details		Data Protection Officer (if applicable)		Representative (if applicable)	
Name	St John's College	Name	Principal Bursar	Name	
Address	St Giles, Oxford, OX1 3JP	Address	St John's College, St Giles, Oxford, OX1 3JP	Address	
Email	data.protection@sjc.ox.ac.uk	Email	data.protection@sjc.ox.ac.uk	Email	
Telephone	01865 277321	Telephone	01865 277321	Telephone	

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/ criminal allegation grounds	Criminal conviction/criminal allegation grounds (further information)	Category of recipients	Name of third countries or international organisations that personal data are transferred to
1	Teachers & school staff: details of which programmes or events you or your school participate in.	We obtain this data from you; We obtain this data from third parties (e.g. other school staff); We generate this data about you.	In order to advertise, administer and evaluate your participation, or that of your school or pupils, in our programmes.	Until 12 months after your engagement with our programmes has ended. Details of schools that have attended or participated in events may be retained indefinitely.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The college and schools have a legitimate interest in running and participating in access and outreach programmes. The college has a legitimate interest in recording involvement of schools and participants in our programmes, and contacting link schools and teachers.					N/A	N/A
2	Teachers & school staff: your contact details and details of your position within your school.	We obtain this data from you; We obtain this data from third parties (e.g. other school staff, your pupils); We generate this data about you.	In order to advertise, administer and evaluate your participation, or that of your school or pupils, in our programmes, including to contact you about events and activities for which you, your pupils or your school may be eligible. To confirm or verify information provided by pupils about their application or participation in our programmes, for instance to confirm a pupil's attendance at your school, or their eligibility for grants.	Until 12 months after your engagement with our programmes has ended.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The college and schools have a legitimate interest in running and participating in access and outreach programmes. The college has a legitimate interest in retaining contact with link schools and teachers.					N/A	N/A
3	Teachers & school staff: relevant dietary, access, or medical requirements, if you will be attending an event hosted by the college.	We obtain this data from you.	In order to maintain a safe and accessible environment for all attendees at college events. In order for reasonable adjustments to be made for visitors, including provision of catering that meets the requirements of the individual.	Data is collated for use in relation to specific events, and is deleted within 12 months of the event occurring. However, if you are a participant in a sustained-contact programme involving multiple events, we may retain the information on file in order that it can be referenced and appropriate provision made for you at future events.	Processing is necessary for compliance with a legal obligation; Explicit consent	Data is provided directly by the individual for the specific purposes outlined. Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	Explicit consent	Medical information e.g. allergies, mobility requirements, is provided by the individual specifically for the purposes of maintaining safe and accessible environment to visitors.			N/A	N/A
4	Teachers & school staff: your responses to evaluation surveys and questionnaires.	We obtain this data from you.	In order to monitor and evaluate our programmes.	Personally-identifiable information will be retained until 12 months after your engagement with our programmes has ended. Anonymised survey responses may be retained indefinitely.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Explicit consent	The college has a legitimate interest in evaluating its programmes. Survey/questionnaire data is provided directly by the individual for the specific purposes outlined.					N/A	N/A
5	Pupils: details of the programmes or events you participate in or are applying for.	We obtain this data from you; We obtain this data from third parties (e.g. schools, parents); We generate this data about you.	In order to advertise, administer and evaluate your participation in our programmes.	Until 12 months after your engagement with our programmes has ended.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The college and pupils have a legitimate interest in running and participating in access and outreach programmes. The college has a legitimate interest in recording involvement of participants in our programmes, and in contacting participants.					N/A	N/A
6	Pupils: your personal details, including your contact details, address, demographic data (including gender, ethnicity, FSM, LAC, EAL status), education history, actual and predicted grades, contextual data.	We obtain this data from you; We obtain this data from third parties (e.g. schools, parents).	In order to advertise, administer and evaluate your participation in our programmes. In order to monitor the impact of our programmes, including on different demographic groups, and in order to target our programmes to areas and demographics of greatest need or impact.	Personally-identifiable information will be retained until 12 months after your engagement with our programmes has ended. Anonymised data about cohorts involved in our programmes may be retained indefinitely.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Explicit consent.	Data is provided directly by the individual for the specific purposes outlined, or is provided by schools based on the explicit consent of the individual for specific data to be obtained on their behalf.	Explicit consent	Special category data, e.g. ethnicity and other demographic data, is collected and processed with the explicit consent of the individual.			N/A	N/A

7	Pupils: relevant dietary, access, or medical requirements, if you will be attending an event hosted by the college.	We obtain this data from you.	In order to maintain a safe and accessible environment for all attendees at college events. In order for reasonable adjustments to be made for visitors, including provision of catering that meets the requirements of the individual.	Data is collated for use in relation to specific events, and is deleted within 12 months of the event occurring. However, if you are a participant in a sustained-contact programme involving multiple events, we may retain the information on file in order that it can be referenced and appropriate provision made for you at future events.	Processing is necessary for compliance with a legal obligation; Explicit consent	Data is provided directly by the individual for the purposes outlined. Where it processes special category data for these purposes, the College is complying with obligations under the Equality Act 2010 and/or pursuant to health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equal opportunity and to make reasonable adjustments, and to comply with its health and safety obligations.	Explicit consent	Medical information e.g. allergies, mobility requirements, provided by the individual, for purposes of maintaining a safe and accessible environment to visitors.				N/A	N/A
8	Pupils: your responses to evaluation surveys and questionnaires.	We obtain this data from you.	In order to monitor and evaluate our programmes.	Personally-identifiable information will be retained until 12 months after your engagement with our programmes has ended. Anonymised survey responses may be retained indefinitely.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms; Explicit consent	The college has a legitimate interest in evaluating its programmes. Survey/questionnaire data is provided directly by the individual for the specific purposes outlined.						N/A	N/A
9	Parents/guardians: your contact details and details of your relationship to participants or prospective participants in our programmes.	We obtain this data from you; We obtain this data from third parties (e.g. your child).	In order to advertise, administer and evaluate your participation, or that of your child, in our programmes.	Until 12 months after your engagement with our programmes has ended.	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 running and hosting outreach activities and events, for which consent may be required or desirable for under-18s.						N/A	N/A
10	All: Bank and other payment details, where we need to reimburse you, or where you provide such details to us when making a payment.	We obtain this data from you.	In order to pay or reimburse you for grants (e.g. for travel, equipment) or other expenses incurred through our programmes.	Data is collated for use in relation to specific payments or events, and is deleted within 12 months of the payment being made.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The college and the individual both have a legitimate interest in processing such data for the stated purpose.						N/A	N/A
11	Teachers mailing: Contact details (name, work email, work telephone, workplace), to the extent collected, of event organisers	We obtain this data from you	In order to communicate with you about events you are organising or attending	We retain the contact details of attendees for one year following an event	Processing is necessary for performance of our contract with you. Processing is necessary in order to take steps at your request prior to entering a contract. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Where you have expressed an interest in events, processing is necessary in order to enable us to enter into relevant contacts with you or take relevant preparatory steps						N/A	N/A

12	Teachers mailing: Contact details (name, work email, work telephone, workplace), to the extent collected, of those requesting addition to our communications lists	We obtain this data from you	In order to communicate with you about events and conferences you are attending, have expressed an interest in or may have an interest in	In order to be notified of future events and opportunities, we will continue to hold your contact details until you tell us you no longer wish to be contacted or time has passed such that we are no longer certain that you wish to continue to receive messages and we are unable to obtain renewed confirmation from you that you do	Processing is necessary for performance of our contract with you. Processing is necessary in order to take steps at your request prior to entering a contract. 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 have a legitimate interest in processing your personal contact data for the purposes of marketing additional events to you, where appropriate and in line with other regulatory and legislative regimes				N/A	N/A
13	Teachers mailing: Correspondence with you	We obtain this data from you	To hold an accurate record of our communications with you	Correspondence will ordinarily be held for its useful life, and the majority will be deleted within 6 years of receipt. However, where the content of communications continues to inform College activities, copies may be kept longer. In addition, correspondence referenced in Governing Body minutes will be added to the College archive in perpetuity.	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, and you, have a legitimate interest in the College holding a full record of our correspondence with you, which can be referred back to as required				N/A	N/A