

St John's College: Table outlining how your data may be shared

Controller					
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.	Whose data?	Who we share your data with	Data recipient location	What do we send and why do we share it?	Is the recipient outside the UK?	Basis/safeguards/derogations for third-country transfers
1	Students	University of Oxford	UK	<p>Admissions data (including student applications and qualifications), examination results, payments of fees and collection of debts. We also provide information about financial support you receive. We also inform the University of any decisions that you tell us about your course, such as options you wish to take, or if you decide to change or withdraw from your course, intermit or suspend your studies. Records of any decision we make about your wishes, such as whether to allow you to take options, change your course or suspend your studies.</p> <p>Your data is shared to allow the University and Colleges to work together in providing admissions decisions, making decisions about your course and in administering examinations, assessments and collect fees, and to avoid duplication of effort in areas where the University and Colleges have a common interest. Information about financial support is provided to allow the University to complete its data return to the Higher Educations Statistics Agency, which is a regulatory requirement on the University.</p> <p>We also share data with the University to enable it to comply with its duties as a visa sponsor, for example to verify student attendance in accordance with UK immigraton requirements.</p> <p>With your consent we may also transfer data concerning your health, disabilities or welfare it it is appropriate to make a request of the University (for example to make a reasonable adjustment).</p>	No	N/A
2	Students	Sponsors	UK and overseas	The College will share information with your sponsor(s) in accordance with the terms of relevant contract(s)/agreement with you and your sponsor. This data is likely to relate to attendance and academic progress. This may include international transfer of data where the sponsor is based overseas. Sponsors can be employer, parents or other third parties.	Yes No	Necessary for performance of contract in data subject's interests

3	Students	Loan and financial support providers (including Student Loans Company)	UK and overseas	<p>We share information relating to the payment of student fees with educational loan providers, such as the Student Loans Company, where this is required under the terms of the funding arrangements, or otherwise at your request. This is for the purpose of confirming your identity, enrolment and attendance. We may also be required to share information relating to intermission or illness in order to facilitate financial support. Your data is shared to facilitate payment of tuition fee and maintenance loans and the provision of other financial support including bursaries.</p> <p>Where you are a recipient of funding originating from overseas bodies, we may be requested or required to provide information to those bodies in relation to you.</p>	Yes No	Adequacy decision Explicit consent Necessary for performance of contract in data subject's interests Safeguards under Art 49(1) second sub paragraph
4	Staff	Mortgage providers and letting agencies	UK	Where you have applied for a mortgage or at the start of a new tenancy, we may release information to relevant organisations on your request to verify your employment and salary.	No	N/A
5	Students	GP practices	UK	We share basic information with GP practices, on your request, to ensure that you are registered with a local GP during your time at Oxford.	No	N/A
6	Students	Student Assistance Programmes under a contractual arrangement	UK	With your consent we may transfer data concerning your health, disabilities or welfare if it is appropriate to make a request to a contracted Student Assistance Programme, or if you have reached out to the provider yourself.	No	Explicit consent Adequacy decision Transfer for data subject's vital interests
7	Students Staff	Potential employers or education providers	UK and overseas	<p>We will only send your data to employers or education providers that you have approached. We share your data for the purposes of confirming your qualifications and/or employment history with us and providing references.</p> <p>Depending on where you have applied, these recipients may be outside of the UK.</p>	Yes No	Explicit consent
8	Students Staff	Relatives, guardians or representatives of the data subject	UK and overseas	We may wish to contact your next of kin, guardians or emergency contact in cases of emergency. Decisions to contact these individuals will be made in consideration of your rights and freedoms.	Yes No	Adequacy decision Explicit consent Transfer for data subject's vital interests
9	Students Staff	Local government council tax departments	UK	We will share data relating to your student status with relevant local government departments for the purposes of council tax exemption, assessment and/or collection. We also share data relating to staff living in College-owned accommodation with the local authority for council tax purposes.	No	N/A
10	Students	Electoral Registration Officers	UK	We share data such as your name, address and nationality to enable the ERO to contact you regarding eligibility to vote in general and local elections.	No	N/A
11	Students Staff Anyone else we have dealings with	Legal advisers	UK	If circumstances require it, we may share your data with our legal advisers for the purposes of obtaining privileged and confidential legal advice relating to the College's relationship with you.	No	N/A

12	Students Staff Anyone else we have dealings with	UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of tax or duty, safeguarding, or national security	UK	We may share your data with government departments, crime prevention and law enforcement agencies when required or considered appropriate in the circumstances and with the proper consideration of your rights and freedoms. Organisations we may share your data with include the Police and UK Visas and Immigration.	No	N/A
13	Staff Donors	HM Revenue & Customs	UK	Employee identification and payroll information relating to the payment of National Insurance and Income Tax will be shared with HMRC in line with our obligations as an employer. Gift aid information provided by donors will be shared to enable gift aid to be claimed.	No	N/A
14	Staff	Home Office, UK Visas and Immigration	UK	We may be required to share your data with the Home Office or the UK Visas and Immigration agency as part of our obligations as a visa sponsor for any overseas staff.	No	N/A
15	Staff, spouses, civil partners, dependents and other beneficiaries of staff	Universities Superannuation Scheme (USS), Aon Solutions UK Limited for the St John's College Staff Pension Fund, or other pension providers	UK	We will share data necessary for pension payments to your pension fund or provider. This may include details of: a) death in service benefit nominations; b) health information about you (as a result of incapacity retirement benefit); c) information about your spousal or other relationships which might identify your sexuality; d) absence information, which might allow the reverse engineering of trade union affiliation in the case of strike absences. We will only process such data when it is necessary for carrying out obligations and exercising specific rights of either you as a member of the pension scheme, or of the College, in the fields of employment, social security or social protection law.	Aon Solutions UK Limited will be providing some of their services from outside the UK. Any unnecessary data is removed that could identify the person (name, NIN and will not be shared with offshore teams.	Necessary for performance of contract in data subject's interests
16	Students Staff	Disclosure and Barring Service (DBS)	UK	In order to apply for a DBS check, if you are engaged in an activity which involves contact with children or vulnerable adults or where the College considers a criminal records check is required. You will be notified in advance of any requirement to carry out a DBS check.	No	N/A
17	Students Staff	Third party software suppliers	UK	Any transfers to recipients of this type will only take place provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data. The College may share student data with third party software providers where required to administer teaching, timetabling, examinations and for anti-plagiarism services. We may share your data in order to facilitate access to IT systems and services such as providers of operating systems, library catalogues and online learning environments. Staff data will be shared with third-party software providers where necessary to facilitate HR services, payroll services, library authentication or other IT systems/services.	No	N/A

18	Alumni Donors	Third party suppliers providing alumni and fundraising related services	UK and overseas	Any transfers to recipients of this type will only take place provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data. We only permit them to process your personal data for specified purposes and do not allow our third party service providers to use your personal data for their own purposes. The College may share alumni or supporter information with data processors to provide alumni relations services and fundraising services. This may include printers and mail houses for fundraising communications, third party software providers, and fundraising consultants.	Yes	Explicit consent
19	Students Staff Alumni Donors Anyone else we have dealings with	Auditors	UK	If auditors wish to inspect College records, this may require them to have access to your data for the purpose of conducting their audit. Any audit will be conducted pursuant to an agreement with the College which includes provisions to protect your data from misuse.	No	N/A
20	Students Staff Anyone else we have dealings with	Bodies with responsibility for the regulation and resolution of issues within the higher education sector, including the Office of the Independent Adjudicator and the Office for Students	UK	To comply with regulatory requirements.	No	N/A
21	Students Staff Anyone else we have dealings with	Emergency, medical and similar services personnel	UK	Where necessary to protect your vital interests, or those of another person, we may disclose your personal data to appropriate third parties.	No	Transfer for data subject's vital interests
22	Students Staff	Next of kin	UK or overseas	Should a situation arise where it would be appropriate, in our reasonable opinion, to use the next of kin details that you have provided to us, we will disclose to your next of kin such of your personal data as is warranted by the situation.	Yes No	Adequacy decision Explicit consent Safeguards under Act 49(1) second sub paragraph
23	Staff	Occupational Health providers	UK	Where an occupational health referral is made we will share your contact details with the provider, as well as appropriate details to enable the provider to conduct its assessment.	No	N/A
24	Staff	Bodies tasked with assessment and/or grading of teaching and research outputs, including but not limited to those involved in the Teaching Excellence Framework and the Research Excellence Framework	UK	We submit details of your teaching and research outputs and assessments, plus ancillary data to show that you meet the qualifying criteria for consideration by relevant panels.	No	N/A
25	Graduate Student Out Tutors/ Graduate Students doing academic work for the academic office	The Conference of Colleges (who will share this data with other Oxford Colleges)	UK	We share right to work checks for Graduate Student Out Tutors, as out tutoring work is often conducted at several colleges. We share your title, first name, surname, single sign on user name, tutor subject, College, date checked, confirmation of your permanent right to work, immigration status, student status and location of right to work documents (noting the document that was checked and where it is held) with the Conference of Colleges and other Colleges.	No	N/A

26	Students	Conference of Colleges and The Conference of Colleges Appeal Tribunal	UK	If you lodge an appeal with the Conference of Colleges Appeal Tribunal, we will share your data with the Conference of Colleges and the Tribunal (which is administered by the Conference of Colleges). The data we share will be necessary for the appeal process and pursuant to the Tribunal's published procedure.	No	N/A
27	Alumni Donors Supporters	University of Oxford and other Colleges and Permanent Private Halls of the University	UK	<p>Any transfers to recipients of this type will only take place provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data.</p> <p>We may share your data where the University is coordinating with one or more colleges to organise shared events to which you are invited, to manage and coordinate relationship management activities, to ensure your contact information is up-to-date, to distribute to your college any gifts received via the University's payment methods. We may also share relevant data, in appropriate circumstances, with college or University sports clubs or societies where you are a member or supporter of that club or society.</p> <p>The collegiate University of Oxford utilises a shared relationship management system known as DARS to store and share data across participating teams, departments, and colleges. DARS is used to improve our mutual understanding of the multiple relationships you have across the collegiate University.</p>	No	N/A
28	Alumni Donors Supporters	Partner organisations that enable tax-efficient giving to the College and the collegiate University	UK and overseas	<p>Data may be shared with partner organisations of the collegiate University to enable tax-efficient giving to the College and the collegiate University from outside the UK where it relates specifically to donations you have made, or have pledged to donate via these organisations:</p> <ul style="list-style-type: none"> - Americans for Oxford, Inc. (AFO) has been determined by the United States Internal Revenue Service to be a tax-exempt public charity. The personal data you provide when making a gift to AFO are collected and processed by the University of Oxford's North American Office using DARS. - Swiss Friends of Oxford (SFOU) is set up as an association (Verein) under Swiss law and has a tax ruling from the canton of Zug recognising its tax-exempt status. - German Friends of Oxford allows tax-efficient donations by residents of Germany without incurring fees. 	Yes	Explicit consent