<table>
<thead>
<tr>
<th>Category of personal data</th>
<th>Source of the data</th>
<th>How long we keep this data</th>
<th>Results relating to lawful basis (where applicable)</th>
<th>Results relating to sensitive data (where applicable)</th>
<th>Source category processing (where applicable)</th>
<th>Complied with controllers and processors</th>
<th>Complied with data controllers/processors</th>
<th>Complied with data subjects' rights</th>
<th>Complied with data protection and security obligations as set out in Schedule 1 to the Data Protection Act 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDD Staff records</td>
<td>University of Oxford</td>
<td>5 years after date of recruitment (or 6 months after DBS is obtained)</td>
<td>Processing is necessary for compliance with equality law.</td>
<td>Data is subject to DBS checks and will be retained until the DBS check is renewed.</td>
<td>N/A</td>
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<tr>
<td>Document Records: Equality Monitoring Data</td>
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</tr>
<tr>
<td>• We collect this data from you</td>
<td>We are required to collect this data by law, to enable us to comply with our legal duties to produce equality information, and to enable the College to meet its obligations under data protection law.</td>
<td></td>
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</tr>
<tr>
<td>• We give this data to:</td>
<td>We are required to share this information with other College staff, our occupational pension provider, to enable the provider to operate the pension in accordance with the scheme and your and the scheme provider’s obligations under equality and human rights law.</td>
<td></td>
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<tr>
<th>Document Records: Employment and Benefits Information</th>
<th></th>
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<tr>
<td>• We give this data to:</td>
<td>We are required to share this information with other College staff for the purposes of our legitimate interests to maintain and operate a secure and efficient system for payroll and financial processing.</td>
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</table>
We obtain this data from processing is necessary for Act Register entries, payment records, title documents, copies of mortgage paperwork and details of when you connected or logged in to our College IT systems, equipment allocated to you, and College IT systems, IP addresses of devices you connect to.

We generate this data about the University of Oxford contract with the College and College procedures.

We are required by law to retain it for 7 years from the date of termination of your employment, unless the purposes of our or your data interests may conflict with those of the College, and when exercising our or your rights to freedom of information, the provisions of the Data Protection Act 2018.

We have a legitimate interest in the proper management of College IT resources.

We obtain this data from processing is necessary in order to take steps at your request prior to entering a contract.

Processing is necessary for compliance with a legal obligation to process this data.

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Processing is necessary for the performance of our contract with you.

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Processing is necessary for exercising our or your rights to freedom of information, the provisions of the Data Protection Act 2018.
Procedures:

Processing is necessary for feedback, decisions and outcomes.

Performance indicators, records of review meetings and communications relating thereto.

Occupational health reports, including specifics of health and safety policies and procedures.

Sickness absence forms, employee ‘Fit’ notes, arrangements for dependants, leave for dependants, career breaks, etc.

Medical questionnaires, notes and reports relating to your health and safety.

Appraisal information, including objectives, recommendations or comments made by employees and other parties and your performance.

Disciplinary or harassment records: if a breakdown of any of these procedures is breakdown of the College’s policy in relation to you.

Learning, training and development records, including records of learning and development.

Capability procedure records, including records of review meetings and other documents relating thereto.

Absence records (including but not limited to records of attendance at College and relating to you).

Emergency or intervention plans.

Third party communications relating thereto.

Third party information from third parties (eg other parties to a dispute) or parties (eg training providers) appropriately managing under-performance.

Safety issues arising and to assist in scheduling of employees suffering ill health.

Management of employees suffering ill health, to monitor, assist in and record your professional development.

To support the development of our employees and to appropriately manage under-performance.

To ensure that details are recorded in College administrative records, such as Governing Body and Board of Visitors papers and minutes; subject documents to a College and University Committee of Public Accounts, and Office-holders in their official capacity.

References in relation to you are provided for a number of purposes.

To the extent that details are recorded in College administrative records, such as Board of Visitors papers and minutes; subject documents to a College and University Committee of Public Accounts, and Office-holders in their official capacity.

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You have consented to the processing of this data for the purpose of
obtaining legal advice in connection with legal proceedings, be necessary for the exercise of a function carried out in the public interest for the purpose of obtaining legal advice in connection with legal proceedings.

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.

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Academic Staff

We generate this data about you for the University of Oxford.

Operations

We obtain this data from you.

Academic Staff

We obtain this data from the University of Oxford.

Operations

We generate this data about you for the University of Oxford.

Operations

We generate this data about you.

Operations

We generate this data about the University of Oxford.

Operations

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<tr>
<th>Data Type</th>
<th>Source of Data</th>
<th>Use of Data</th>
<th>Legal Basis for Processing</th>
<th>Personal Data Processes</th>
<th>Right to Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations: Staff rotas, flexible and part-time working, time sheets, casual work claim forms, and attendance records</td>
<td>We generate this data internally or we obtain this data from you</td>
<td>To support the administration and employee performance monitoring</td>
<td>Processing is necessary for performance of our contract with you</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Biometric data (fingerprint-based)</td>
<td>We obtain this data from you</td>
<td>To enable the clocking on/off process for casual workers</td>
<td>Processing is necessary for performance of our contract with you</td>
<td>N/A</td>
<td>N/A</td>
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</table>