<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 appropriate)</th>
<th>Special category data, special category details of public interest etc (where appropriate)</th>
<th>Special category- details of public interest etc (where appropriate)</th>
<th>Special category- details of public interest etc (where appropriate)</th>
<th>Special category- details of public interest etc (where appropriate)</th>
<th>Privacy impact assessment</th>
<th>Additional information on controllers or processors (where appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Names, contact information, the dates and nature of inquiries relating to visitors, enquirers, researchers and donors to our archives. Records include the contact details of applicants for access to College archives, records of applications including the reasons for the application, the nature of the records requested and the access granted. Records will be kept for as long as we retain the data as necessary for our legitimate interests. Records may include disability information if this is relevant to accessibility of the archive. It may also include information about the reasons for the researcher's interest, which may refer for example to their religion or belief.</td>
<td>We obtain this data from you or generate this data about you</td>
<td>To maintain a record of how our archives have been used and who has previously visited us, so that we can monitor the use and integrity of our archives. It is useful to refer back to earlier requests on similar topics. This information is also retained for the security of the collections.</td>
<td>Permanently, except for disability information provided to us solely for accessibility purposes, which will be retained for 12 months after your last contact with us.</td>
<td>Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms. The College has a legitimate interest in maintaining the integrity of its archives, to ensure they are kept secure and are available as a resource for researchers and others with a legitimate interest in researching the archive.</td>
<td>Processing is necessary for compliance with equality law. Substantial public interest under the UK Data Protection Act. Processing is necessary for access requirements, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010. The processing is necessary for reasons of substantial public interest, namely that the College must comply with its statutory obligations concerning equality and to make reasonable adjustments. Such processing must be carried out without consent so as not to prejudice those purposes. In the case of other special category data, the processing is necessary for archiving and/or scientific or historical research purposes, and is in the public interest.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Records of College cultural life: photographs, pictures, written records, trophies, other memorabilia and ephemera of college members, societies.</td>
<td>We obtain this data from you or generate this data about you</td>
<td>To maintain a record of how our archives have been used and who has previously visited us, so that we can monitor the use and integrity of our archives. It is useful to refer back to earlier requests on similar topics. This information is also retained for the security of the collections.</td>
<td>Permanently.</td>
<td>Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms. The College has a legitimate interest in maintaining a record of its cultural life.</td>
<td>Processing is necessary for archiving purposes in the public interest as permitted under the UK Data Protection Act.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Conservation information relating to items in the College archive, including the identity of who carried out the conservation and of the items on which the conservation measures were performed.</td>
<td>We obtain this data from you or generate this data about you.</td>
<td>To maintain a record of conservation research or applied to items in our archive to help with future conservation.</td>
<td>Permanently.</td>
<td>Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms. The College has a legitimate interest in maintaining records of conservation research which will assist future conservators to make decisions about the appropriate conservation techniques to use.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Personal papers and collections donated to the College archives. These may consist of correspondence and documents relating to and/or referring to the donor or third parties.

We obtain this data from you or from third parties (e.g. donors).

In part of the College archives we accept and retain papers and collections of significance in the College or which are otherwise of importance as an archive.

Processing is necessary for the purposes of archiving and maintaining the archives with a strong identity and history.

The College has a legitimate interest in archiving and maintaining archives.

We obtain this data from third parties (e.g. donors).

Records of the acquisition of items in the archive, including who the item was received from and the date of receipt. Catalogues, indexes and lists of items in the archive including the same information.

We generate this data about you.

We retain a record of the content of our archive and how it was acquired, as a record in its own right and in case enquiries are subsequently made about the archived items (for example, about ownership of the item).

Processing is necessary for the purposes of compliance with a legal obligation.

The College has a legitimate interest in recording, indexing and cataloguing its archive acquisitions.

We generate this data about you.

We may retain this information from third parties (donors of archives).

Where it processes such data, the College is required to implement appropriate safeguards for individuals’ rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.

Records of academic conferences, seminars and workshops hosted and/or organised by the College, including the names of attendees, agendas/programmes, papers delivered. These records may include the personal data of attendees.

We obtain this data from you.

These records may be used to maintain a record of its activities as part of a strong identity and history, and in maintaining such records for future research.

Processing is necessary for the purposes of archiving and maintaining archives.

The College has a legitimate interest in maintaining a record of its activities with a strong identity and history.

We generate this data about you.

Processing is necessary to ensure that the College can maintain its archive of College life for future generations.

The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018.

The College is required to implement appropriate safeguards for individuals’ rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.

Employee records for academic staff consisting of the employee name, dates of employment, relies and reason(s) for departure (including for example the employee name, dates of employment, role(s) and freedoms. Overridden by your legitimate interests, or someone else’s data protection rights for the purposes of our legal obligation.

We obtain this data from you.

We retain employee records for academic staff.

We retain employee records for academic staff.

The College is required to implement appropriate safeguards for individuals’ rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.

The College is required to implement appropriate safeguards for individuals’ rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.
<table>
<thead>
<tr>
<th>No.</th>
<th>Records relating to:</th>
<th>Processing is necessary for the purposes of:</th>
<th>The College has a legitimate interest in:</th>
<th>The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee records for non-academic staff, consisting of the employee name, dates of employment, role(s) and reason(s) for departure (including redundancy), new employment or dismissal, staff photograph, records of references, pay</td>
<td>We obtain this data from you</td>
<td>We generate this data about you</td>
<td>Where it processes such data, the College is required to implement appropriate safeguards for individual’s rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.</td>
</tr>
<tr>
<td>2</td>
<td>Financial records and legal records relating to the Governing body and committee agenda, minutes</td>
<td>We obtain this data from you</td>
<td>We generate this data about you</td>
<td>Where it processes such data, the College is required to implement appropriate safeguards for individual’s rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.</td>
</tr>
<tr>
<td>3</td>
<td>Records relating to College buildings, including architectural records and maintenance records. These may include the personal data of those involved in construction and maintenance of College buildings.</td>
<td>We obtain this data from you</td>
<td>We generate this data about you</td>
<td>Where it processes such data, the College is required to implement appropriate safeguards for individual’s rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.</td>
</tr>
<tr>
<td>4</td>
<td>Records relating to College records, including the personal data of those involved in the College’s administration.</td>
<td>We obtain this data from you</td>
<td>We generate this data about you</td>
<td>Where it processes such data, the College is required to implement appropriate safeguards for individual’s rights and freedoms. The UK Data Protection Act provides safeguards by making specific provision preventing processing which is likely to cause substantial damage or substantial distress to a data subject, and/or which is carried out for the purposes of measures or decisions with respect to a particular data subject, unless the purposes for which the processing is necessary include the purposes of approved medical research.</td>
</tr>
</tbody>
</table>
Governance documents: College statutes and documents relating to their interpretation, including Privy Council documents and correspondence, decisions and documents relating to the College Visitor; Royal Commissions and related documents.

These records may include the personal data of those named in the documents, including correspondents.

We obtain this data from you.

We generate this data about you.

To maintain a historic record of governance documents relating to the College.

Permanently.

Processing is necessary for the purposes of an or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.

The College has a legitimate interest in maintaining a record of its governance documents for future reference.