

Staff Data

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)	Our basis for processing special category and/or criminal conviction data	Special category or criminal conviction data processing - details (where appropriate)
STA1	Recruitment records: including personal contact details, application paperwork, evidence of qualifications, references and requests for special arrangements or waiver of eligibility criteria.	We obtain this data from you.	To enable us to consider whether to enter into a contract of employment with you. Certain parts of the record are also held as part of College compliance with immigration law.	Unsuccessful applicant data is erased after one calendar year has passed. Successful applicant data is retained for 7 years from the date of termination of your employment.	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 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 holding a record of its recruitment activities and holding appropriate management and administration records.	Processing is necessary for obligations and exercising rights in the field of employment, social security and social protection law	N/A
STA2	Recruitment records: equality monitoring data.	We obtain this data from you.	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept in perpetuity in an anonymised form for College records and monitoring purposes.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law. The College also has a legitimate interest in promoting and maintaining equality among its employees.	Substantial public interest under the UK Data Protection Act 2018	The processing is of data concerning health, sexuality, ethnicity or religious beliefs and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.

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STA3	Recruitment records: communications regarding decisions (rejections, shortlists, interview invitations, offers).	We generate this data about you.	To document the process under which applicants are considered for positions, and successful applicants are engaged as employees at the College.	Unsuccessful applicants: 3 months from the date of completion of the recruitment process. Successful applicants: 7 years from the date of termination of your employment.	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	The College stores various records in compliance with immigration law requirements.	N/A	N/A
STA4	Passport, right to work and visa information	We obtain this data from you.	To enable us to assess your right to work in the United Kingdom and take steps to meet immigration requirements where necessary.	Unsuccessful applicants: 3 months from the date of completion of the recruitment process. Successful applicants: 7 years from the date of termination of your employment.	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. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary for compliance with immigration and employment law	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws	N/A
STA5	Appointment records: role details, negotiations, probation period and contract details.	We generate this data about you.	To record the terms under which employees are engaged by the College. Also to maintain complete and accurate records of your employment contract.	Your name, role and dates of employment will be kept permanently. All other appointment data will be retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you	N/A	N/A	N/A

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STA6	Appointment records: criminal conviction and Disclosure and Barring Service information	We obtain this data from you Third Party	To assist us making recruitment decisions.	These records will be retained for 7 years from the date of termination of your employment.	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. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	To the extent that a role involves working with minors, processing is necessary for compliance with safeguarding law.	The processing meets a condition in Parts 1-2 of Schedule 1 to the Data Protection Act 2018	Processing is necessary for the purpose of performing or exercising obligations or rights imposed or conferred by law in connection with employment. Processing is necessary for the protection of college members against dishonesty, unfitness or incompetence.
STA7	Probation period records including dates and feedback/evaluations	We generate this data about you.	To manage the probationary period in line with your contract with the College and College procedures.	This data will be retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you	N/A	N/A	N/A
STA8	Contact details (name, addresses, telephone numbers) as amended from time to time.	We obtain this data from you	To enable routine and regular communication with you while you are an employee at the College.	The College Nurse keeps the contact details of those staff who have consulted her for 9 years. Otherwise data is retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you. 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 being able to contact its employees.	N/A	N/A

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STA9	Next of kin/emergency contact data	We obtain this data from you.	To enable us to contact appropriate individuals in the event that you are injured, become unwell, or there is other relevant cause for concern regarding your well-being.	This data will be destroyed within three months of the date of termination of your employment.	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 its staff, have a legitimate interests in the College having the means to contact a family member or other designated representative in a situation where there is significant concern for an employee's welfare.	N/A	N/A
STA10	Staff rotas, flexible and part-time working requests, timesheets and attendance records	We generate this data.	For payroll administration and employee performance monitoring.	This data will be retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you	N/A	N/A	N/A
STA11	Absence records including sickness, holiday, maternity, paternity and career breaks	We obtain this data from you We generate this data about you	To record, monitor, plan for and respond to absences.	Sickness records are retained for 2 years. Records relating to vacation/maternity/paternity/shared parental leave, time off for dependants, and career breaks are retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you	N/A	Processing is necessary for obligations and exercising rights in the field of employment, social security and social protection law	To the extent that absences are due to ill health, reasons linked to special category information as defined under GDPR, allegations of criminal behaviour or criminal convictions.

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STA12	Information about your health (including gender, NHS number, ethnicity and medical conditions), dietary requirements and/or disabilities, and records of decisions we make taking that information into account.	We obtain this data from you We obtain this data from the University of Oxford We obtain this data from third parties, such as medical professionals that you ask to provide us with information	To enable us to make reasonable adjustments throughout your employment by the College and, where requested, to facilitate your membership to the Oxford Colleges Health & Dental Insurance Scheme. Where there is a medical emergency and any decisions that we take as a result and to enable the College Nurse to provide primary nursing care.	Dietary requirements are kept permanently. The College Nurse keeps health and medical data for 9 years. All other data is kept for seven years from the date of the end of your employment.	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; Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in taking such information into account when it makes decisions that may affect employees' health or wellbeing. Processing is also necessary for compliance with equality law, and/or food safety law.	Substantial public interest under the UK Data Protection Act 2018	Where the College processes special category data for these purposes, the processing is necessary for the prevention of a breach of its obligations under the Equality Act 2010 and/or under 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 equality and to make reasonable adjustments, and to comply with its health and safety obligations.
STA13	Health and Safety records: accident reports and accident book	We obtain this data from you	To ensure that we have a record of accidents occurring on College premises. In some cases, the College has a legal obligation to record and reports accidents to the Health and Safety Executive.	7 years	Legitimate Interest: Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms Legal Obligation: Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in creating and retaining records of accidents on College premises to assist with its management of health and safety risks In some cases, the College is obliged to record and report accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Substantial public interest under the UK Data Protection Act 2018	The processing is necessary for the protection of staff from any potential health and safety risks, and must be carried out without the consent of the individual so as not to prejudice such protection. Processing to record and report relevant accidents is (where a legal obligation is imposed on the College) in the substantial public interest.

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STA14	Health and Safety Risk Assessments	We obtain this data from you	To enable us to make appropriate adjustments to your working environment and duties to accommodate changes in your physical and/or mental condition.	End of relationship unless related to ongoing health condition	Processing is necessary for compliance with a legal obligation	Processing is necessary for compliance with health and safety law	Processing is necessary for obligations and exercising rights in the field of employment, social security and social protection law	N/A
STA15	Appraisal records including objectives, feedback and personal development plans	We obtain this data from you We generate this data about you	To monitor, assist in and record your professional development.	These records will be kept for 7 years following the termination of your employment.	Processing is necessary for performance of our contract with you	N/A	Processing is necessary for obligations and exercising rights in the field of employment, social security and social protection law	N/A
STA16	Training records including your attendance and certificates	We obtain this data from you. We generate this data about you. Third party training providers.	As part of an accurate and up to date record of your employment by the College.	This data will be held for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing in some instances is necessary to comply with the College's legal obligations in relation to the mandatory provision of training on specific issues to employees and office holders. The College, and its staff have a legitimate interest in the College holding an up to date record of its employees' learning and development achievements, for workforce planning and recognition.	N/A	N/A

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STA17	Grievance and complaint investigation documentation	We obtain this data from you We generate this data about you Third party witnesses	As an employer we are required to make appropriate records as part of the handling of grievances and related investigations.	Data will be retained for 7 years from the date of investigation, or the date of the decision resulting from the grievance process, whichever is later.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing of this data is necessary to comply with employment law. The College, its employees, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances.	Processing is necessary for obligations and exercising rights in the field of employment, social security and social protection law	N/A
STA18	Disciplinary or harassment documentation, including dismissal records and settlement agreements	We obtain this data from you We generate this data about you Third party witnesses	To investigate, consider and reach conclusions in relation to employee and office holder disciplinary matters.	This data will be kept for 7 years from the outcome of the investigation or related disciplinary decision. Where appropriate, a reference to the fact disciplinary proceedings took place and the relevant date will be retained on your skeleton employment record permanently.	Processing is necessary for performance of our contract with you. Processing is necessary for compliance with a legal obligation	N/A	Processing is necessary for obligations and exercising rights in the field of employment, social security and social protection law	N/A
STA19	Capability procedure records	We obtain this data from you We generate this data about you. Third parties (e.g. healthcare providers)	To support the development of our employees and to appropriately manage under-performance.	This data will be retained for 7 years from the end of the capability procedure.	Processing is necessary for performance of our contract with you. 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 appropriately managing the under-performance of employees.	Processing is necessary for obligations and exercising rights in the field of employment, social security and social protection law	N/A

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STA20	End of employment records including exit interviews and redundancy records	We obtain this data from you We generate this data about you	To understand the reasons that employees leave, to identify trends and issues, and to enable us to make improvements going forward. Where employees have left due to redundancy or their contracts have been terminated, we keep records to ensure we can respond appropriately to any ongoing queries.	These records will be retained for 7 years from the date of termination of your employment.	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 its other employees, have a legitimate interest in understanding the reasons that employees leave. The College also has a legitimate interest in holding appropriate records relating to potentially contentious decisions.	N/A	N/A
STA21	Pension membership data: identification numbers, quotes and projections, terms, contributions, death in service nominations.	We obtain this data from you Pension providers	In order to enable your enrolment in to your pension scheme and to make our contribution.	Most records relating to your pension will be retained for up to 7 years following the date of termination of your employment. After that time, only a skeleton record will be held, setting out the name of the provider, the date the employee joined the pension scheme and (where applicable) the date of retirement. It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity.	Processing is necessary for performance of our contract with you 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 its staff, have a legitimate interest in being able to request this data from pension providers and discussing it with employees including any implications of adjustments. In terms of the death in service benefit nominations, the College (and its staff) have a legitimate interest in being able to provide pension providers with this information to enable the provider to operate the pension in accordance with the scheme and employee wishes.	N/A	N/A

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STA22	Bank Account Records: names, contact information, university card numbers, and bank details	We obtain this data from you	To enable staff to use college facilities and be charged on the battels system. Also to enable recovery of monies owed to the College.	End of relationship and the staff member has no outstanding debts owed to the College.	Processing is necessary for performance of our contract with you Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	This data is required to allow the College to charge for use of facilities and services, including meals, and allows the College to recover any outstanding amounts owed.	N/A	N/A
STA23	Records relating to event and merchandise sales and purchases consisting of date of the order, details of the event/merchandise booked, sold or purchased, the amount due, the contact and payment details of the purchaser including credit card number/credit card security number, direct debit or bank transfer (account holder, number and sort code) information and receipts.	We obtain this data from you We generate this data about you	To process payments for events and merchandise.	6 years from end of the financial year in which the transaction occurred.	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.	N/A	N/A	N/A

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STA24	Budget documents, audit and accounting documents, management accounts, investment documents and communications relating to such records, all of which may include names and contact details of individuals responsible for or involved with the budgets/accounts/investments.	We generate this data about you We obtain this data from you. We obtain this data from third parties e.g. accountants.	As a normal part of the College's budgetary and accounting processes.	Six years from end of the financial year to which the records relate.	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 operating processes for budgeting, auditing, accounting and investment purposes.	N/A	N/A
STA25	Payee Details: bank account records, including names of payees and transaction details.	We receive this data from a third party (the bank).	In the normal course of operating the College bank account.	Six years from end of the financial year to which the records relate.	Processing is necessary for performance of our contract with you; 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 processing its own banking records for cashflow, accounting and audit purposes.	N/A	N/A

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STA26	Governing body and committees agendas, minutes and related correspondence. These may include personal data of the meeting attendees, correspondents and of individuals referred to in the documents.	We obtain this data from you We generate this data about you	To maintain a historic record of College administration.	Permanently.	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 a record of its activities as part of a long established university with a strong identity and history, and in maintaining such records for future research.	Processing is necessary for archiving purposes in the public interest and for research purposes as permitted under the UK Data Protection Act The processing meets a condition in Part 1 of Schedule 1 to the Data Protection Act 2018	There is a public interest in the College maintaining its archive of College life for future generations, and in the context of the College being a College of a long-established University with a strong identity and history. Where it processes special category and/or criminal convictions data for archiving purposes, 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.
STA27	IT support records: names and contact details; dates, times and details of support requests; and steps taken for resolution of requests.	We obtain this data from you We generate this data about you	To provide support to users of the college IT system	3 years.	Processing is necessary for performance of our contract with you	N/A	N/A	N/A

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STA28	Firewall, security and PC misuse incident log files consisting of the date and time of incident, which user (SSO ID), details of the incident and any consequential action taken. We also hold records of internet usage (including IP and MAC addresses connecting to wifi, records of sites visited, time and date of visit).	We generate this data about you	To maintain and protect the integrity of the College networks. To investigate computer misuse and to minimise the risk of misuse recurring. Records might also be used where staff have breached College policies. Records of internet usage are required to assist with troubleshooting and to monitor malicious network traffic and suspected access of illegal materials, copyright infringements and/or violations of University/College IT regulations.	Firewall log files are kept for one month. Internet usage records are kept until users' IT accounts are deactivated.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms Processing is necessary for compliance with a legal obligation Processing is necessary for performance of our contract with you	The College has a legitimate interest in maintaining the integrity of its systems, to investigate misuse and to take action to prevent misuse from recurring. The College also has a legitimate interest in keeping records of websites visited and activity to assist with IT security and in taking disciplinary action under its contracts with staff if appropriate. Keeping such records is also necessary to comply with the College's security and accountability obligations under data protection laws.	N/A	N/A
STA29	CCTV recordings and still images taken from recordings, records of who has accessed the CCTV images and recordings and the reason for accessing them.	We generate this data about you	To provide safety and security around the College and to assist with the prevention and detection of crime or unlawful activity. Where an incident is recorded we may need to capture images for the purposes of an investigation by the College, University Security or police.	30 days. Captured images from incidents are kept for up to 12 months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms Processing is necessary for compliance with a legal obligation	The College, and its employees, have a legitimate interest in being in a 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.	N/A	The processing is necessary for purposes of 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.

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STA30	Security access records including your name, fob ID number, University Card number and vehicle registration. This information includes the timing of your access to the college site and/or buildings and is generated when you sign in with us or when you use your fob/University Card on the door access system. We also hold records of the access rights that individual key holders have.	We obtain this data from you We generate this data about you.	To ensure the security of college premises, to have a record of who is on site in the event of an emergency, to identify those staff members working alone in the college and to assist with the track and trace process during Covid-19.	1 year.	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 implementing such measures to help maintain health and safety and security.	N/A	N/A
STA31	Records of key and fobs issued, including the name of the person to whom the key/fob has been issued and the identity number of the fob.	We generate this data about you	To have a record of who holds keys and fobs to support college security arrangements.	For as long as you hold the key or fob.	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.	N/A	N/A
STA32	Punt booking records consisting of the date and time of booking and the name of the person making the booking.	We obtain this data from you	To assist with the administration and security of the College punt.	1 week.	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 providing access to its punt.	N/A	N/A

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STA33	Pigeon hole management records, consisting of the names of pigeon hole holders.	We generate this data about you	To ensure that mail and other items are delivered to college members	For as long as you have the pigeon hole.	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 operating a pigeon hole system to assist with the efficient delivery of post and similar items.	N/A	N/A
STA34	Vehicle records including car/cycling parking request forms with names and registration numbers, copies of V5 certificates and lease agreements.	We obtain this data from you	To consider applications for parking spaces and to decide whether to provide a space to applicants.	2 years. If you continue to have the parking space after 2 years, the data will be kept for as long as you have the space.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms Processing is necessary for compliance with a legal obligation	The College has a legitimate interest in providing parking spaces to staff and in ensuring that unauthorised parking does not occur.	N/A	N/A
STA35	Photographs (formal)	We obtain this data from you We generate this data about you	To enable visual identification of staff for security purposes. To publish images of staff to enable identification by students, colleagues and third parties.	Permanently	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 ensuring the security of our premises and the exclusion of non-authorised individuals. The College, students and others also have a legitimate interest in being able to identify you. In relation to the College Archive, the College has a legitimate interest in holding a visual record of its staff over time.	N/A	N/A

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STA36	Records of college cultural life: photographs and written records of teams, clubs and societies, plays and musical performances, of your participation at events and sporting fixtures.	We obtain this data from you. We generate this data about you. We obtain this data from third parties (e.g. event photographers)	To maintain a record of college cultural life.	Permanently	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 creating a historical archive recording college life.	N/A	N/A
STA37	Mailing lists informing you about events and other information about the College.	We generate this data about you	To keep you informed of events and news while you're associated with the College	End of relationship	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 its staff, have a legitimate interest in ensuring that college events and news are publicised.	N/A	N/A
STA38	Opinions and comments made by you on College events, as expressed in communications with the College (to the extent recorded).	We obtain this data from you	The views and concerns of attendees at our events help to guide the planning of future events.	Comments regarding forthcoming events may be held until the event has occurred. To the extent that they are used to inform the planning of additional events, they may be referenced in College managerial documents and held in the College archives 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	The College has a legitimate interest in proactively managing our events programme.	N/A	N/A
STA39	Correspondence with you.	We obtain this data from you	To hold an accurate record of our communications with you.	The College Nurse keeps correspondence for 9 years. For all other purposes, 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 activity, copies may be kept longer.	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 its staff, have a legitimate interests in the College holding a full record of its correspondence, which can be referred back to as required.	N/A	N/A

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STA40	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to data protection subject access requests and/or freedom of information requests.	We obtain this data from you We generate this data about you	To have a record of the information supplied in the interests of good administration and also to meet legal and regulatory requirements	6 years unless there is compelling justification for the data to be retained for longer (e.g. in connection with legal advice).	Processing is necessary for compliance with a legal obligation	N/A	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data, the processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.

Version Control		
Version	Date	Notes
v.1.0	25.5.2018	
v.1.1	22.10.2020	Numbering corrected and STA30 (security access records) updated
v. 1.2	28.05.2021	STA12 updated to include details of Oxford Colleges Health & Dental Insurance Scheme